Asbestos Management Plan

Ref: ASB003/1
January 2017

Prepared By: Estates and Buildings Office,
University of Glasgow,
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GLASGOW.
G12 8QQ.
Document Control


Induction & Sign off Sheet
Estates & Building Asbestos Management Plan 2017

Please return the completed form to:

Asbestos Manager
Estates & Buildings Offices
University Avenue
GLASGOW
G12 8QT

I have received, read and understood the Estates and Buildings Asbestos Management Plan 2017 (Ref: ASB003/1) and have completed the following tasks:

- Introduction to Asbestos Manager
- Completed Asbestos Awareness Training within last calendar year
- Familiar with Emergency Procedures (Chapter 8)
- Familiar with accessing Asbestos Register (Database) and understanding the limitations of asbestos survey types.
- Understand how to raise job lines for ‘Asbestos Consultancy Services’

Print Name:

Signed:

Date:

Job Title & Section:
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1. Policy and Arrangements

1.1 Introduction

This document, the Estates & Buildings Asbestos Management Plan (AMP) sits below and is to be read in conjunction with the University's Asbestos Management Policy (§1.2. below). It supports and expands information given on the Estates and Buildings (E&B), Safety and Environmental Protection Services (SEPS) and Health and Safety Executive (HSE) websites:

- [http://www.gla.ac.uk/services/seps/az/asbestos/](http://www.gla.ac.uk/services/seps/az/asbestos/)
- [http://www.gla.ac.uk/services/estates/index/policy/](http://www.gla.ac.uk/services/estates/index/policy/)
- [http://www.hse.gov.uk/asbestos/index.htm](http://www.hse.gov.uk/asbestos/index.htm)

In particular, it has to be read in conjunction with the following documents:

- University Asbestos Management Policy Document 2015 (Chapter 1 of this document)
- SEPS Guidance Note on Asbestos 2016
- SEPS Contractors Code of Safe Working Practice 2011
- E&B H&S Policy 2014/15

The AMP provides formal policy, procedures and guidance on asbestos compliance to assist the University of Glasgow (hereafter referred to as 'The University) in providing a healthy and safe environment for all who work, study or visit the University Estate.

1.2 University Policy on Asbestos Management - Introduction

The University of Glasgow, as a responsible employer, recognises the risks associated with asbestos and aims to protect employees and others from being exposed to asbestos, so far as is reasonably practicable, either by elimination of asbestos from buildings, or by minimising exposure through the use of suitable and sufficient control measures and work methods, supported by appropriate training of employees. The University undertakes to allocate suitable resources for the implementation of these duties. These measures will form the basis of the University’s Asbestos Management Plan.

This Policy should be read in conjunction with the Safety & Environmental Protection Service Guidance Note on Asbestos [http://www.gla.ac.uk/services/seps/az/asbestos/](http://www.gla.ac.uk/services/seps/az/asbestos/)

1.2.1 Responsibilities

Principal

The Principal has overall strategic responsibility for the management of health, safety and wellbeing within the University of Glasgow, including, so far as is reasonably practicable, the allocation of suitable resources by which to achieve this.
Secretary of Court [Chief Operating Officer from Jan 2017]

The Secretary of Court, as Director of University Services, has oversight of the University’s support services, including the Estate as well as the Health, Safety & Wellbeing agenda. Responsibilities include:

1. appointing suitable competent persons to direct these activities
2. ensuring that matters requiring consideration by Court or the Senior Management Group are brought to their attention as necessary through the most appropriate mechanism, in order that decisions concerning resources and strategic priority may be made.

Operational responsibilities for the management of asbestos, detailed below, sit primarily, but not exclusively, with the Director of Estates, in their capacity as the strategic manager of the University’s estate and all the maintenance and repair of the buildings within the estate. Responsibility for the provision of competent advice and guidance on the statutory duties of the University in relation to asbestos within the University’s estate lies with the Asbestos Manager, whilst that in relation to wider asbestos management, and on University policy, falls under the remit of the Director of Health, Safety & Wellbeing.

Director of Estates: [Director of Estates and Building and Campus Services from Jan 2017]

1. Bringing to the attention of the Senior Management Group, ‘Court’ or other suitable Court Committee the resource requirement associated with implementing the Asbestos Management Plan.
2. Fulfilling the role of Duty Holder, in relation to the University’s estate, and appointing other competent person(s) as necessary to coordinate and ensure appropriate management of asbestos across the range of relevant activities, including purchasing, lease and sale of property, installation, decommissioning and disposal of plant and equipment under their control.
3. Ensuring that any work classed as Licensed Asbestos Work under the Control of Asbestos Regulations 2012 is only conducted by an HSE-licensed Asbestos Removal Contractor.
4. Ensuring that all non-licensed work with Asbestos Containing Materials has suitable risk assessments and evidence of appropriate competency from those conducting the work.
5. Putting in place procedures to ensure that any waiver request in relation to 14-day notifiable works is submitted via the Asbestos Manager.
6. Put in place suitable systems to ensure the gathering of accurate information on the asbestos content of buildings, including type, location and risk assessment, through appropriate surveys.
7. Ensure arrangements are in place for the collation of all the pertinent information arising from asbestos surveys into an asbestos register that is accessible to those who plan or initiate maintenance and repair of the estate, maintaining, reviewing and updating the information as necessary.
8. Putting in place the necessary arrangements and procedures to ensure that any changes to, or removal of asbestos, within the fabric of the estate, is notified to the Asbestos Manager, in their role as custodian of the Asbestos Register.
9. Ensure that the Asbestos Register can be made accessible to those agencies who may require to disturb the fabric of a University of Glasgow building in the event of an emergency –such as the Fire and Rescue Services.
10. Develop and oversee the delivery of an Asbestos Management Plan that details the proposed measures for ensuring the safe condition of asbestos within the estate, through removal, encapsulation or other remedial measures, and the continued monitoring of this condition over time.

11. Ongoing management through the development and implementation of suitable protocols to ensure that disturbance of asbestos is minimised, remedial action is taken timeously and carried out by only such persons as are competent to do so.

12. Ensuring buyers of property from the University of Glasgow are made aware of the nature and location of any asbestos present in the buildings being purchased.

13. Ensuring tenants of University of Glasgow property are made aware of the requirement to notify Estates and Buildings of any planned work which might disturb the fabric of the building or of accidental disturbance to the fabric of the building.

**Director of Health, Safety & Wellbeing:**

1. Provision of competent advice on the statutory aspects of the management of asbestos.

2. Provision of competent advice on the statutory environmental aspects of the disposal of asbestos containing materials and equipment.

3. Management of a suitable incident reporting system to enable reporting of incidents involving the unintentional release of asbestos fibres.

4. Advice on and sourcing of appropriate training for relevant employees as required.

5. Provision of competent Occupational Health support and advice in relation to the health aspects associated with asbestos exposure.

**Asbestos Manager**

1. Overseeing of asbestos management statutory compliance in the University built environment to ensure safety across the University estate and technical support to the Directors of Estates & Buildings and Health, Safety & Wellbeing on these matters, as required.

2. Custodianship, management and maintenance of the University Asbestos Register.

3. Project Management of asbestos-related contracts within the built environment.

4. Support and advice to the Directors of Estates & Buildings and Health, Safety & Wellbeing on the provision of appropriate asbestos-related information, instruction and training for all staff, and provision of training as appropriate.

**Heads of College/ University Services**

1. Ensuring, through their College Management Groups and Health & Safety Committees, that areas under their control have in place the necessary local arrangements to protect employees and others working in or visiting the University from exposure to Asbestos.

**Heads of School/ Directors of Research Institutes/ Heads of Service**

1. Identify, with assistance and guidance from Estates & Buildings as appropriate, all plant/equipment under their control containing asbestos components.
2. Ensure asbestos-containing plant/equipment is maintained in good repair, that repairs are only carried out by competent persons and that disposal of damaged or surplus plant/equipment is through a waste stream suitable for the disposal of the asbestos component(s), as advised by the Asbestos Manager (Asbestos Manager within Estates and Buildings).

3. Comply with the University of Glasgow Financial Regulations (5.11) requiring that ‘All repairs and renewals of University property should be carried out by, or under the supervision of Estates and Buildings. All building contracts are therefore the responsibility of Estates and Buildings’. All such works must be progressed through the Estates & Buildings Helpdesk. http://www.gla.ac.uk/services/financialregulations/section5expenditure/#5.11

4. Ensuring that all damage to or removal of asbestos containing materials within their area of responsibility is notified to the Asbestos Manager to enable the updating of the Asbestos Register.

5. Implement suitable arrangements to ensure that all staff notify Estates & Buildings of any activity that requires disturbance to the fabric of the building (or has resulted in accidental disturbance), in order that the Asbestos Register may be consulted for information on the presence of any asbestos, and any necessary precautions adopted to both minimise the release of fibres and also prevent any persons being exposed to asbestos fibres.

6. Ensure that, in situations where the School or Research Institute is a tenant in buildings belonging to another body, that employees located there are aware of the Landlord’s requirements in respect of the Management of Asbestos and know who to contact under circumstances where the building fabric requires to be disturbed or is accidentally disturbed.

7. Ensure that employees are aware of the need to ensure that all known potential exposures to asbestos should be reported through the accident reporting system.

8. Ensure that all staff receive appropriate information and training in relation to asbestos as befits the nature of their role – for instance, in the case of Building Superintendents, Security Personnel and Cleaning Supervisors, and others who may well be the first on site after damage to the fabric of a building has occurred, this would include formal asbestos awareness training, with regular refresher training.

As Principal I have overall accountability for health, safety and wellbeing within the University of Glasgow. The members of the Principal’s Senior Management Group have the responsibility for operational implementation of this policy and associated procedures throughout the Colleges and University Services.

The Secretary of Court has devolved responsibility to oversee this process through the Director of Health, Safety & Wellbeing and the Director of Estates. The review of these documents will be through the Health & Safety Committee and as such will be monitored and overseen by the Convenor of this committee.

Signature: 

Convenor of Health, Safety & Wellbeing Committee  
Review Date: October 2017
1.3 AMP Organogram

- Principal / University Court

  - Chief Operating Officer

    - Director Health, Safety and Wellbeing
      - Occupational Health Service
        - Head of Construction and Project Management
          - Project Managers
            - Contractors / Consultants
          - Clerk of Works
    - SEPS Office
    - Project Director and Programme Manager
      - Deputy Director Estates & Buildings
    - Director Estates & Buildings and Campus Services
      - Director of Campus Services

  - Heads of Colleges

    - Heads of Schools, Institutes & Services

    - Building Superintendents

    - Assistant Director (Estates Strategy)
    - Business Service Manager

    - Strategic Programme Lead
      - Space Manager

- Heads of Colleges

  - Heads of Schools, Institutes & Services

  - Building Superintendents

  - Assistant Director (Estates Strategy)
  - Business Service Manager

  - Strategic Programme Lead
    - Space Manager

- Key
  - Duty Holders

  - Asbestos Manager
  - Tenants / Landlords
  - Compliance Officers (Asbestos)

  - Fire Engineer

  - Managers / Engineers / Inspectors / Forepersons / Surveyors / Team Leaders

  - Trade Staff / Contractors

  - Estates Operations Managers

  - Head of Operations

  - Safety and Compliance Manager

  - Property Managers

  - Helpdesk & Administration Support

  - Business Service Manager

  - Strategic Programme Lead

  - Space Manager
1.4 Overview of Estates & Buildings (E&B) Asbestos Arrangements

The Estates & Buildings (E&B) Department undertakes, or contracts out, a wide range of activities throughout the University Estate. In doing so, responsibilities are placed upon the Department by the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 and other legislation to provide a safe environment. The Control of Asbestos Regulations 2012[1][2] places a duty upon the University to manage the asbestos within its properties. There is not a requirement to remove it, although best practice dictates that this should be undertaken where it is reasonably practical to do so. Instead, asbestos remediation and removal works are prioritised according to risk.

United Kingdom Accreditation Service (UKAS) accredited asbestos consultancies have surveyed all pre-2000 properties on the University Estate to ‘Management Survey’ level and the location and condition of Asbestos Containing Materials (ACMs) have been identified and recorded. The University further develops this information through annual reinspection of the ACMs and scoring of the Priority Assessment with building representatives to generate an overall risk score[3]. Key Performance Indicators (KPIs) have been set to measure compliance to ensure that all (re)inspections are completed within their due date and all ACMs have an acceptable risk assessment score. This data informs the Asbestos Register which is an electronic repository for asbestos related data and documentation e.g. consignment notes, air test certificates.

It is a requirement under the University’s financial regulations[4&5] that ‘All repairs and renewals of University property should be carried out by, or under the supervision of Estates and Buildings. All building contracts are therefore the responsibility of Estates and Buildings’. All such works must be progressed through the E&B Helpdesk. This AMP also requires that only Health and Safety Executive (HSE) licensed Asbestos Removals Contractors can work with ACMs on the Estate and that any waiver request to 14-day notifiable works are to be submitted via the Asbestos Manager. Further to this final authorisation must be granted by the Director EBCS.

The Department has a requirement to provide information, instruction and supervision for employees to ensure they are competent to carry out their duties, and to give them appropriate training. Every member of the Department has a responsibility to ensure that they do not put themselves or their colleagues at risk. E&B also has a responsibility to ensure that our contractors are compliant with health and safety requirements and that they do not put at risk the health and safety of visitors, staff, students, themselves or others.

Staff and Contractor activity will be monitored and audited to ensure that they are complying with University Policy and that they have up to date and appropriate mandatory asbestos training and have undergone appropriate site induction. E&B staff, whose work requires them to disturb the building fabric of the Estate, or have line management responsibilities for those that do, are part of a mandatory rolling asbestos awareness training programme and have responsibility to complete this training annually. All work is to be carried out in line with UK legislation, Approved Codes of Practice and HSE Guidance as well as following the University’s procedures and policies. Staff and Contractors are to make themselves aware of their roles and responsibilities and those of others, as described in the University’s Policy on Asbestos Management 2015[6], SEPS Guidance Note on Asbestos 2016[7] and SEPS Contractor Code of Safe Working Practice 2011[8] documents.
While Supervisors and Project Leaders are responsible for managing ACMs within their works, the Asbestos Manager will continue to provide technical support to colleagues in Estates Operations, Estates Development, Safety & Environmental Protection Services (SEPS), IT Team, Audio Visual Team, stakeholders and respond to Helpdesk enquiries relating to asbestos. This liaison is important as other budgets (e.g. Project and Maintenance) are used to address asbestos issues together with at present £200k per annum Asbestos Management budget.

1.5 Roles and Responsibilities

The remainder of this AMP sets out the detailed arrangements in addition to the responsibilities set out in the University Asbestos Policy (§1.2.).

1.5.1 All Staff

All staff MUST:

• Cooperate with the Duty Holder in order that they can comply with legislation, best practice and this AMP
• Attend any health and safety training deemed appropriate; including asbestos awareness training when requested to do so
• Progress any work to be undertaken which may involve ACMs through the E&B Helpdesk. This includes a notification for Estates Development Projects.
• Further to the above, they should ensure that work that does involve ACMs is only undertaken by HSE licensed asbestos removal contractors.
• Disseminate information about asbestos to staff and contractors under their control by obtaining information from the asbestos database and/or requesting information from the Asbestos Manager via the Helpdesk.
• Immediately report any damage to asbestos containing materials to the Asbestos Manager, their line manager, building superintendent and Helpdesk/Security Office. Similarly any concerns they have with any suspect ACMs of any condition, asbestos issues or remedial works must also be reported as above.
• Be familiar with Emergency Procedures (Chapter 8).
• Raise any safety concerns with their local line manager or via their local Health and Safety Committee.

1.5.2 Chief Operating Officer (Head of University Services)

Ensuring that arrangements are in place for responding to any concerns arising from asbestos via students bodies and ensuring that information and awareness of the risks from asbestos is given to all students for Halls of Residence, private accommodation or student facilities e.g. unions, clubs and sporting. Such affiliated bodies should have asbestos management arrangements in place including asbestos awareness training for building superintendents and staff.

That all Departments under their control such as Security and Cleaning services are aware of and cooperate with this AMP and that front line staff and supervisors have asbestos awareness training as first responders to emergency call outs.
That the University’s Policy is reviewed and signed on an annual basis or sooner if changes in circumstances/arrangements require it.

1.5.3 Duty Holder - Director of Estates & Buildings and Campus Services (Director EBCS)

The Duty Holder is the person or organisation that has clear responsibility for the maintenance or repair of premises including through an explicit agreement such as a tenancy agreement or contract. **For University buildings controlled by E&B, the Duty Holder is the Director EBCS.** It is important to note that the University manages many but not all of the buildings used by its staff and students. Those buildings managed by other institutions (such as NHS Trusts), the landlord will require to have their own asbestos management arrangements. Building Superintendents can be contacted for details of the local arrangements that are in place. Where there does not appear to be a tenancy agreement or contract, the building is unoccupied, or responsibility for maintenance or repair is not specified, the Estates Property Manager should be contacted to clarify arrangements.

In addition to the responsibilities detailed under §1.2., the Director EBCS is responsible not only for approving policy and overall strategy for health and safety and asbestos management on behalf of Estates and Buildings but also ensuring adequate staff and resources are provided and allocated to implement them. Future strategies, designs, contracts and specifications must incorporate the necessary requirements for the safe management of ACMs such as obtaining adequate information on ACMs for all potential purchases and that any building purchased on behalf of the University is, so far as is reasonably practicable, free of ACMs.

The Director EBCS will also raise asbestos management matters and provide representation at the University’s Health, Safety and Wellbeing Committee. The Director will provide final authorisation for waiver requests and should meet regularly with the Asbestos Manager.

1.5.4 Director of Campus Services (CS)

The Director CS will ensure that staff who are likely to be first on site to potential incidents should have asbestos awareness training including, an understanding of Emergency Procedures and the communication protocols for escalating notification to the appropriate parties.

They will liaise with E&B representatives to provide safe access for Asbestos Contractors while working on the University Estate.

1.5.5 Director of Health, Safety and Wellbeing (HSW)

The Director HSW shall arrange for the Head of SEPS to have suitable and sufficient resource to undertake audits and provide technical support for E&B and other University Departments with regards to asbestos management. Similarly, that the Occupational Health Manager (OHM) has suitable and sufficient resource to undertake asbestos health screening (respiratory health surveillance programme) and provide/arrange medical advice for E&B and other University Departments regards to asbestos management.
Where incidents are reported/detected by OHS and SEPS, that they are recorded and actions formulated in consultation with the relevant parties. For example, contacting the exposed person(s) GP in the event of the control limits being exceeded. When reviewing exposure incidents, making a further assessment of health risk and offering to discuss any concerns with members of the University who may have been exposed. Where there has been an exposure ensure that health records are retained for the individual for the statutory period (40 years) and informing the University’s insurers and legal department.

The Director HSW will also ensure that reportable incidents as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) are notified to relevant reporting authority and that the outcomes of incident investigations and audits are reported to the Health, Safety and Wellbeing Committee. They will provide the primary contact for the University and ongoing support for Departments during any dealings with enforcement authorities.

1.5.6 Head of Safety and Environmental Protection Service (SEPS)

The primary role for the Head of SEPS in relation to this AMP is to provide health and safety advice to members of the University to assist in providing an asbestos safe environment.

The Head of SEPS will also audit and monitor the implementation of this AMP to ensure that working arrangements and provision of resources are suitable and sufficient to meet its requirement. This will include the monitoring of the procurement of competent contractors (HSE Licensed) for work with ACMs in accordance with procedures within the AMP. Any issues will be reported both locally and via their representation at University’s HSW committee as well as Departmental H&S Committees to inform University policies, feedback findings from audits, listen to /advise Committee members and attend to or monitor the close out of any actions where appropriate. In liaison with University’s Asbestos Manager relevant regulatory requirements and best practice will be periodically reviewed.

Where exposure limits exceed those laid down in the Control of Asbestos Regulations, they are responsible for reporting the incidents to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and collating RIDDOR forms as Custodian of these records. They will ensure that the line managers of those persons involved in incident/ breaches in this AMP fully investigate them, that they are recorded and the findings reported to SEPS and their respective Department.

1.5.7 Occupational Health Manager (OHM)

They will ensure that that the respiratory health surveillance programme is run to schedule and that any reportable conditions are notified to the Director HSW for informing the relevant authorities. Where incidents are reported/detected by Occupational Health Service (OHS) and SEPS, that they are recorded and actions formulated in consultation with the relevant parties e.g. contacting the exposed person(s) GP in the event of the control limits being exceeded, making a further assessment of health risk and offering to discuss any concerns with members of the University who may have been exposed.
1.5.8 Heads of Colleges, Schools and Institutes

While the Director EBCS is the Duty Holder for the majority of the Campus, Heads of Colleges, Schools and Institutes operating in properties under different leasing agreements should seek advice from the Estates Property Manager regards their responsibilities under the Control of Asbestos Regulations 2012. For University owned and managed property all building works must be progressed through E&B and the E&B Helpdesk.

They should ensure that all staff, students and visitors are aware of their individual responsibilities regarding this AMP including the significance of asbestos labelling and the procedures to implement if they find or disturb ACMs. Heads should also have an understanding of the asbestos related risks in their department or arising from departmental activities. This includes participating in the annual reinspection programme by providing details of building usage activities to inform the overall risk assessment. They must also implement any measures deemed necessary by the Asbestos Manager/SEPS.

They must also cooperate with the Asbestos Manager to permit asbestos surveys or works to take place safely. This will include ensuring building users have been informed, keys are available and arranging for particular hazards to be made safe e.g. radioactive substances removed and the area decontaminated.

For non-building items e.g. fume cabinets, ovens and other equipment, the responsibility for the asbestos management sits with the Heads of Colleges, Schools and Institutes as Duty Holders (See §2.8). Care must be taken when disposing of this equipment as it will be illegal to supply by way of sale, lease, hire, hire-purchase, loan, gift or exchange for a consideration other than money. This includes via the University’s Warpit scheme. The equipment will require disposal as Special Waste, which should be arranged via the E&B Helpdesk. Similarly, checks must be made when purchasing/receiving gifted equipment on behalf of the department to ensure that it is free of asbestos material particularly if it is being imported. On-going management for asbestos containing equipment should include a record of the locations of the ACMs, and details of a management system to include the monitoring of any deterioration. A copy of the local register should be shared with the Asbestos Manager at least annually for incorporation into the main University asbestos register.

1.5.9 Building Superintendents

Building Superintendents must attend Asbestos Awareness Training and know where identified asbestos is located in the buildings they manage, in order to monitor its condition. This is in addition to annual checks arranged by the Asbestos Manager. They must also be familiar with, participate in and help to co-ordinate asbestos emergency procedures.

Acting as liaison between their Department/School/College and E&B when asbestos or other building works are being planned/carried out in their building. This role involves collating and forwarding as appropriate any relevant information given to them by Project Leaders to appropriate parties. This includes cooperating with the Asbestos Manager to permit asbestos surveys or works to take place safely and ensuring building users have been informed, keys are available and arranging for particular hazards to be made safe e.g. radioactive substances removed and the area decontaminated. They must ensure all works are progressed through the E&B Helpdesk.
1.5.10 Asbestos Manager

The Asbestos Manager will provide specialist technical advice and guidance on all aspects of asbestos management to University staff and contractors. While management of project related asbestos works is the responsibility of Project Leaders (for the purpose of this document a project leader is defined as any person co-ordinating works regardless of job title), the Asbestos Manager will provide technical assistance and support. This will be provide through liaising with them to consider overall asbestos remedial works implications for the University when designing works and organising site scoping meetings to allow contractors and project leaders to agree and sign Survey Plans/Plan of Works. The Asbestos Manager will respond to E&B Helpdesk requests for ‘Asbestos Consultancy Services’ and will assign and liaise with appropriate HSE licensed Asbestos Contractors and UKAS Analytical/Surveying consultants from the framework contracts which they monitor. The Asbestos Manager is responsible for the line management of the Asbestos Team including assigning their workload.

The Asbestos Manager will act as Project Leader for asbestos management remedial works, preparing specification documents, reviewing tender submissions and discussing the Principal Designers Construction Phase Plan with the Contractor’s Site Supervisor and Project Manager. Such works will be identified from the Asbestos Manager’s role as Custodian of the Asbestos Register (database). This requires the identification of ACMs on the University Estate, arranging formal risk assessment in partnership with the building users to update the register e.g. ACMs removed. In addition to checks carried out by Building Users and E&B Staff, the Asbestos Manager will endeavour to arrange Pre-Planned Maintenance (PPM) re-inspections of all identified ACM’s to be undertaken at intervals determined by risk assessment and no longer than one year. The risk assessment formulates and prioritises programmes of work for asbestos management specific projects/monitoring funded from the asbestos management budget (£200k pa). Similarly, as Custodian of the Closed Area Register the Asbestos Manager will ensure that the areas are reviewed on a three monthly cycle (PPM Inspection) with a view to plan the remediation of the areas. They will also request that suitable and sufficient risk assessments, method statements and arrangements are in place before issuing the permit to work and check that the areas are left safe when signing to close the permit to work.

As Custodian of this AMP document, the Asbestos Manager will review the document annually or sooner to reflect changes to University work practices, regulations and/or best practice. They will ensure that document control is maintained, that recipients sign and return the receipt sign off sheet. The AMP will be communicated through various means including regularly meetings with Senior Staff and key groups including the Director E&B, Head of SEPS, attendance and reporting of KPIs to the E&B H&S Committee.

The Asbestos Manager will stop work where the actions of a Contractor or Staff member appear likely to result in a breach of H&S or University standards including this AMP. They will report such incidents to the Director EBSC and to the Head of SEPS, providing technical support to SEPS for actions and/or meeting with enforcement authorities including reviewing requests for Waiver Applications before passing them to the Director E&B for authorisation.
1.5.11 Deputy Director of E&B (Estates Development)

The Deputy Director will deputise for the Director E&B in their absence to act as the Duty Holder for the University Estate. They will ensure that Estates Development Project Managers, Clerk of Works and frameworks contractors under their control have the necessary skills to implement their responsibilities under this AMP (Asbestos Awareness Training and Induction as a minimum). This will include notifying the E&B Helpdesk of any asbestos works, including those being instructed by a Principal Contractor, to enable the Asbestos Manager to seek documentation to update the asbestos register. The Deputy Director E&B should meet regularly with the Asbestos Manager to provide updates on matters of asbestos management.

The Deputy Director E&B will ensure the requirements for the safe management of ACMs are fully identified and incorporated into any design, specification or framework under their control. They will include within the project cost plan sufficient time and resources to deal with asbestos related issues.

1.5.12 Head of Construction and Project Management / Head of Operations / Safety & Compliance Manager

They will ensure that Managers, Staff and frameworks contractors under their control have the necessary skills to implement their responsibilities under this AMP (Asbestos Awareness Training and Induction as a minimum). Facilities must be made available to all staff, contractors and other interested parties e.g. Trade Unions to enable them to access information on ACMs. The Heads should meet regularly with the Asbestos Manager to provide updates on matters of asbestos management e.g. receiving advice, discussing line manager investigations into incidents reported to SEPS and monitoring actions that arise from investigations/audits to ensure their timeous closing out.

The Head of Operations will also ensure that all works for Estates Operations which may involve ACMs are progressed through the E&B Helpdesk and maintain an emergency response system including an on call service for out of hours incidents. The Compliance & Safety Manager will provide Health & Safety advice.

1.5.13 Estates Development Project Managers / Clerk of Works / Building Operations Manager / Electrical & Mechanical Managers / Building Surveyors

Project Leaders (for the purpose of this document a project leader is defined as any person co-ordinating works regardless of job title) should ensure that staff and frameworks contractors under their control have the necessary skills to implement their responsibilities under this AMP (Asbestos Awareness Training, Emergency Procedures and Induction as a minimum). They must also notify the E&B Helpdesk of any asbestos works, including those being instructed by a Principal Contractor, to enable the Asbestos Manager to seek documentation to update the asbestos register. Where surveying or enabling works are required to be progressed outwith the project, works requests are also to be requested through the E&B Helpdesk. The Asbestos Manager will provide technical assistance and support to the Project Leaders with management of their project’s asbestos works.

Project Leaders are to ensure asbestos information has been provided to consultants and contractors particularly the location of any known ACMs affecting the project. An assessment is to be made at the feasibility stage to ensure asbestos management is considered within the project cost plan to have
sufficient time and resources to deal with ACMs. Where there are project changes, they are to be promptly reviewed with respect to asbestos information ascertaining if additional surveying is required and timescales/resources amended accordingly. All project personnel and the Building Superintendent are to be informed of the location of any known ACMs affecting the project.

1.5.14 Supervisors

Assess all job lines for asbestos issues prior to passing them to trade staff / contractors while being aware of the limitations of Management Surveys and the Asbestos Flag on the job management system (warning triangle on job lines, job sheets and PDAs). Ensuring that the staff and contractors under their control have sufficient time and resources to assess relevant asbestos information including access to the asbestos register and that they have suitable and sufficient training. Any matters relating to asbestos management or health and safety generally, must be raised through their line management in the first instance.

1.5.15 Team Leaders, Assistant Team Leaders and Maintenance Staff

Assess all job lines for asbestos containing materials prior to starting work or passing them to trade staff / contractors while being aware of the limitations of Management Surveys and the Asbestos Flag on the job management system (warning triangle on job lines, job sheets and PDAs). Ensuring that the staff and contractors under their control have sufficient time and resources to assess asbestos information including access to the asbestos register and that they have suitable and sufficient training. If there are gaps in the asbestos information or insufficient time/resource to permit work to be carried out safely, stop work and request further information from your line management. When information on the location of ACMs in the work area is available it must be disseminated to colleagues and contractors. All staff involved in works on the University Estate must undertake asbestos awareness training and be familiar with Emergency Procedures. Any matters relating to asbestos management or health and safety generally, must be raised through their line management in the first instance.

1.5.16 Assistant Director (Estates Strategy) / Estates Property Manager

Although the Estates Strategy section may not be involved in the day to day repair and maintenance of the University estate, it is involved in the surveying, acquisition and disposal of properties for the University portfolio as well as establishing tenancies both as landlord and tenant. Such activities require that these staff attend asbestos awareness training, take account of University Policy and this AMP and liaise with the Space and Asbestos Manager to ensure that the asbestos register is kept up to date.

Estates Strategy assist the Director E&B to ensure buyers of property from the University are made aware of the nature and location of any asbestos present in the buildings being purchased and asbestos management arrangements for other institutions occupied by members of the University (e.g. NHS Trusts). They will assist Building Users, Heads of Colleges/Schools/Institutes in ascertaining their responsibilities under the Control of Asbestos Regulations 2012 in particular if they are the Duty Holder. These arrangements must be recorded. The expectations on tenants of the University must be communicated including the requirement to notify E&B of any planned work which might disturb the fabric of the building or of accidental disturbance to ACMs.
1.5.17 Space Manager

The space manager is responsible for ensuring the CAD drawings and location data is kept up to date to allow the smooth operation of the asbestos register database. This includes working with Estates Strategy to ensure that the property acquisition/disposals are current and feedback on room changes from University colleagues are also populated into the system.

1.5.18 Contractors

In addition to the requirements set out in §1.5, Contractors must abide by the rules and conditions set out in the General Code of Safety Practice for Contractors, this AMP and any other relevant procedures and regulations. They must also ensure that any sub-contractors under their control are informed of the AMP and relevant procedures, and are aware of the location of ACMs within the work area.

They must keep in regular communication with their appointed University Project Leader and co-operate with any HSE Licensed Asbestos Removal Contractors, UKAS Accredited Surveyor/Analysts working within or nearby to their own work area. They must not undertake works outwith agreed areas and should seek approval from their University Project Leader as additional surveying of ACMs is likely to be required.

When acting as Principal Designer, sole, main or principal contractor compliance with this AMP, the relevant procedures and University Policy is mandatory e.g. any emergency procedures must align with University procedures. Further information applicable to Contractors is given in the next chapter.

1.5.19 Administration Manager / Helpdesk

Ensure the support is available for the management of the Helpdesk, manning the Closed Area interface and providing administration support for population of the Asbestos Database (when launched).

1.5.20 References

2. Working on the University Estate

2.0 Introduction

The purpose of this AMP is to give advice to staff and contractors working on University premises whose work activities may bring them into contact with existing ACMs. Contractors are broadly defined as anyone carrying out work or managing work on behalf of the University and could range from a large main (Principal) contractor to a sub-contractor or individual carrying out small items of work such as installing a single data cable.

Following the advice given in this AMP should help to eliminate/reduce the risk of contact with ACMs and all contractors are requested to co-operate in this endeavour and ensure that all their employees are either given a personal copy or have a means of free access to it. It is the responsibility of main or principal contractors to ensure that any subcontractors they engage are made aware of the contents of this document.

Key points for staff/contractors:

- Asbestos Awareness Training to UKATA/IATP standard is mandatory for all staff, contractors including sub-contractors that are working on the University Estate who could come into contact with ACMs and/or have responsibility / influence over those that do.
- Only HSE Licensed Asbestos Removal Contractors (LARCS) are permitted to undertake works on ACMs for any work that has been arranged through E&B.
- Only LARCs and UKAS accredited Asbestos consultants appointed from the E&B framework are permitted to work on the University Estate.
- Contractors must have an E&B appointed Project Lead who has issued a PO for the work and has supplied or arrange access to the necessary H&S information (including asbestos) prior to commencing works.
- Suitable and Sufficient Risk Assessment must be in place prior to commencing work on the University Estate including consultation of the Asbestos Register.
- Sign in/out at E&B Helpdesk on arrival /departure and display their E&B contractor badges at all times.

2.1 Overview of Asbestos

Asbestos and its derivatives were extensively used as building materials in the UK from the 1950s through to the mid-1980s, with all asbestos types becoming illegal to use in the UK in the year 2000. The University Estate is no exception with most of the University's buildings date from an era when the use of asbestos was common and, as a result, ACMs have been used in one form or another in the construction and fitments within some of them. Typical locations and usage of ACMs within buildings are given in Table 2.7.

Asbestos is a mineral that was mined, refined and used for a variety of purposes such as fireproofing and insulation. Any building built before the year 2000 may contain asbestos in its building fabric. However it

The information in this document, and accompanying papers, is confidential information of the University of Glasgow. The information must not be released in response to any request without first seeking advice from the DP/FoI Office. Printed copies are uncontrolled documents. Check online at [http://www.gla.ac.uk/services/seps/az/](http://www.gla.ac.uk/services/seps/az/) for the current revision.
should also be noted that asbestos material may also be found in older domestic appliances containing heating elements i.e. electrical fires and storage heaters, some laboratory equipment, cookers, hairdryers, irons which may be present in post-2000 buildings.

The presence of asbestos does not in itself give rise to any danger provided that it is good condition, with the protective coating intact. A hazard only arises when asbestos is disturbed, for example, during maintenance work, such as drilling holes with power tools, sawing or sanding material in such a way that asbestos dust is released into the air and can be inhaled. Working near to material containing asbestos might result in disturbance, particularly if it is in poor condition. Accidental damage, wear and tear or vandalism can release fibres from the Asbestos Containing Materials (ACMs), for example in walls, ceilings and floor coverings.

When fibres are inhaled they can cause serious diseases which are currently responsible for around 4000 deaths a year. There are three main diseases that can be caused by uncontrolled exposure to asbestos: mesothelioma (which is always fatal), lung cancer (high fatality rate) and asbestosis (not always fatal, but it can be very debilitating). The health effects may take as many as twenty years to manifest. It is important to remember that ACMs which remain undamaged and in good condition will not pose any risk to health. Asbestos fibres are only harmful to health if they are breathed in.

The University will take every precaution to prevent the exposure of any person on its properties to airborne asbestos fibres. However, this is only possible through the cooperation of building occupants, whether they may be staff, students, visitors or contractors.

2.2 Asbestos Regulation

Work with asbestos is governed by The Control of Asbestos Regulations 2012 (and associated Approved Code of Practice), which impose strict and complex legal requirements on all those carrying out work with asbestos. One of the principle aims of these Regulations is ensure that ACMs in buildings and fitments (e.g. plant, equipment, fume cupboards) are properly managed so that any person, who may be affected, is not exposed to harmful asbestos fibres when carrying out their everyday duties.

It is not illegal to have ACMs within a building; however they need to be properly and effectively managed. The condition of any ACMs within a building may affect safety and therefore, they must not be in a condition that results in (or is likely to result in) airborne contamination.

Everyone has a duty to prevent exposure to asbestos fibres. Where this is not reasonably practicable, all involved have a duty to make sure that that any exposure is kept as low as reasonably practicable by measures other than the use of respiratory protective equipment. In addition the spread of asbestos must be prevented.

The Regulations also state that work which consists of the removal, repair or disturbance of asbestos insulation; asbestos coatings or asbestos insulation boards may only be carried out by contractors who are licensed by the HSE. However, E&B only permit HSE Licensed Asbestos Removal Contractors to work with any ACMs.
2.3. **Those at risk**

Despite the University's best efforts to manage asbestos safely, it is a possibility that the work of some construction contractors (and related trades) may bring them into contact with unknown ACMs on University premises.

The following are (non-exhaustive) examples of work that could bring persons into contact with ACMs:

- Routine maintenance work
- Routine (or emergency) repair work
- Construction work
- Refurbishment work
- Alterations to fire alarm systems
- Demolition work
- Installation work e.g. data cables
- Minor works e.g. shelving, blinds etc
- Carrying out inspections/surveys
- Repairing/dismantling old lab equipment

The following are (non-exhaustive) examples of trades that might encounter ACMs during their normal duties:

- Joiners
- Plumbers
- Electricians
- Heating/ventilation engineers
- Painters/decorators
- Plasterers
- Roofing workers
- Labourers
- Gas fitters
- Repairers/technicians.
- Flooring contractors
- Cabling installers/layers
- Demolition workers
- Fire or security alarm systems installers
- Telecommunications engineers
- General maintenance workers etc.
- Computer and data installers
- Construction professionals e.g. architects
- Lab equipment engineers
2.4 Training and Competence

Under The Control of Asbestos Regulations 2012, it is a legal requirement that Asbestos Awareness Training is given to all those whose work could foreseeably expose them to ACMs. This includes any of the trades listed above irrespective of who their employer is. Asbestos Awareness Training is a minimum requirement and does not permit competence to work with ACMs. Higher levels of training are required for working with ACMs, however as detailed in this AMP, E&B only permit HSE Licensed Asbestos Removal Contractors to work with ACMs.

The University expects all contractors to have trained their employees accordingly and as such employ a competent workforce who will be aware of possible presence of ACMs, be able to recognise them when they encounter them and know what to do to prevent disturbance of ACMs or minimise exposure to asbestos fibres.

Asbestos Awareness Training should (as a minimum) include knowledge of the following topics: the common uses and typical locations of asbestos products; legislation relating to work with asbestos; the properties of asbestos and the health hazards posed by exposure to asbestos fibres and the risks that different types of asbestos pose to health; how to prevent or minimise exposure to asbestos fibres; how to recognise typical asbestos containing materials; what to do if suspected asbestos materials are encountered, and, the emergency procedures that should be followed if an area becomes contaminated.

The University may from time-to-time require proof of such training when assessing the competence of contractors.

2.5 Asbestos Register

It is impossible to give a definitive list of all locations where ACMs might be found in the University. Estates and Buildings are responsible for maintaining an Asbestos Register of all known locations of ACMs within the fabric of the University buildings (including plant and equipment owned or maintained by them).

This Register is based on a suite of Management Surveys carried out by specialist surveyors and the Asbestos Register must always be consulted before work, however minor, is carried out. It should not be assumed however, that there are no ACMs present in the area just because there is no mention in the Register, as unknown locations will remain where its presence is concealed within the building structure and would only be revealed by dismantling of parts of the building. The possibility of unexpectedly encountering asbestos when carrying out any work on the fabric of a building must always be kept in mind.

Although copies of the Register will not be provided as a matter of course, relevant extracts of it will be provided to all those who need this information by the E&B Project Lead for the works.

Schools, Research Institutes and Service Departments are responsible for maintaining an Asbestos Register for all appliances/equipment known to contain ACMs within the ownership of the Management Unit and should make this information known to all those who need it.
2.6. Work on Building Fabric

Contractors must be fully informed about the likelihood of encountering ACMs during their work on University premises to ensure proper precautions are in place to avoid uncontrolled release of asbestos fibres. Those who intend to carry out any work involving removal or physical alteration to the fabric of any University building (or any premises occupied by the University) that was built or refurbished before the year 2000, must first consult E&B for advice on whether there are any ACMs known to be in the area where the work is to be carried out (consult the Asbestos Register).

A preliminary on-site survey to assess the accuracy of the information obtained and the likelihood of encountering asbestos should be carried out and considered as standard good practice prior to commencing work. The complexity of this survey will vary depending on what is found and the nature of the planned works and might range from a relatively simple assessment of the materials to be worked on (or disturbed), to the need for a “Management Survey” by a competent person and, if any doubt exists, to a more extensive and invasive “Refurbishment/Demolition Survey”.

Whether the work is simple or complex, if it involves disturbance to the fabric of buildings, the risk of disturbing ACMs must always be kept in mind whenever the surface of any part of the building fabric is broken. The presumption must always be that a material contains asbestos unless there is strong evidence that it does not i.e. a bespoke pre-refurbishment survey records that no ACMs are present within or behind surfaces.

All such work must therefore, be properly planned by competent persons who have carried out a suitable and sufficient risk assessment which has taken into account the possible presence of asbestos. In some cases, the preparation of a method statement may also be a requirement depending on the circumstances. Where work (however minor) cannot be carried out without disturbance to ACMs, the work must not proceed and E&B informed.

Provided that the ACMs are in good condition, and are unlikely to be disturbed, damaged or worked on they do not present a risk to health. HSE advise that, under these conditions, it is safest to leave it in position.

2.7. Typical location of ACMs

It should be noted that the University does not routinely label all ACMs. However areas where there is an increased potential for disturbance there may be one of the following warning notices in place. If one of the signs below is encountered during the course of works, **Stop work immediately** and report the presence of the signage to line management / the University Project Lead.
Figure 2.7: Sample Asbestos Warning Signage found on the University Estate
It is therefore important to have an understanding of typical locations of ACMs. To further support Asbestos Awareness Training, useful photographs showing typical locations of ACMs can be found at: [http://www.hse.gov.uk/asbestos/gallery.htm](http://www.hse.gov.uk/asbestos/gallery.htm) with an overview also given in the table below.

<table>
<thead>
<tr>
<th>Asbestos Product</th>
<th>Typical Usage/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loose asbestos insulation or packing</td>
<td>Fire breaks in ceiling voids and fire stopping around cables. Also used as sound insulation between floors</td>
</tr>
<tr>
<td>Sprayed coatings. Wet or dry applied. Usually un-bonded fibres. Usually known as “limpet” or “flock” asbestos. (Sometimes treated to provide a decorative finish)</td>
<td>Generally fire protection in ducts, firebreaks, ceiling panels, partitions, soffit boards, around structural steel work and reinforced concrete beams/columns. Also used as anti-condensation insulation on underside of roofs etc and acoustic insulation</td>
</tr>
<tr>
<td>Thermal insulation. Hand-applied lagging or mass produced moulded or preformed products e.g. pipe sections</td>
<td>Generally used in thermal insulation of heating systems where high levels of heat retention were required e.g. pipes, boilers, calorifiers, pressure vessels etc.</td>
</tr>
<tr>
<td>Insulating boards (including blocks, composite products and “Millboard”) Usually known as AIB</td>
<td>General fire protection, thermal and acoustic insulation in partitioning, firebreaks, infill panels, ceilings (including tiles) wall and stair linings, roof underlay and ducts. Used as heat-resisting panels screwed to, or in the centre of fire doors. Also used where moisture could be a problem and as a general building board. Also used for insulation of electrical equipment, boiler casings, oven linings, storage heaters and other heating appliances. Often used as heat resistant panels for ironing boards and Bunsen burner stands</td>
</tr>
<tr>
<td>Woven asbestos products such as ropes, yarns, cloths and fabric joints</td>
<td>Thermal insulation of boilers, pipes calorifiers etc. Also used for packing, jointing and sealing in boilers, incubators and ovens (particularly in door seals), gaiters between ductwork flanges and caulking of pipe ducts in brickwork. Cloths used as thermal insulation in the form of fire-resisting blankets (e.g. some very old types of fire blanket), protective curtains, gloves, aprons etc. Insulation between copper pipes and steel pipe clips. Insulation in electrical switchgear, particularly fuse boxes</td>
</tr>
<tr>
<td>Paper, felt and cardboard products</td>
<td>Insulation of electrical equipment and wiring, fire proofing of wood boarding, lining to flooring (backing to floor tiles) and DPC products. Also used to line surfaces of other boards, ceiling tiles and sheet materials. Corrugated cardboard sometimes used as pipe and duct insulation</td>
</tr>
</tbody>
</table>
Gaskets, washers and strings | Seals in boilers, calorifiers and other heating appliances, pipes and valve joints. Strings used for sealing various screw thread joints such as seals in hot water radiators

Friction products | Brakes and clutches in vehicles, machinery and lifts. Sometimes used in some drive belts

Asbestos cement products | A variety of applications such as roofing, partitioning, wall cladding products, soffits, rainwater goods, cold-water storage systems, pipes and flues, ventilation ducts, fume cupboards, portable buildings, propagation beds, general weather boarding, cooling towers, laboratory worktops, windowsills and boxes, draining boards, shuttering, damp-proofing etc. Often used as heat resistant panels for ironing boards and Bunsen burner stands. Unlike AIB does not have a high resistance to fire but does have a high resistance to weathering

Textured coatings and paints containing asbestos fibres | Decorative/flexible coatings on walls and ceilings. Some types of “Artex”, “Pebblecoat” or “Wondertex” products

Bitumen products, mastics, sealants, putties, tapes and adhesives | Roofing felts, gutter linings, flashings, DPC, jointing tapes and floor/wall adhesives. Also used as anti-resonance pads under kitchen sinks

Flooring products | Thermoplastic and PVC tiles

Reinforced PVC, plastic and resin composite products | Panels, cladding, toilet seats and cisterns, banisters, window seals, lab bench tops, brake and clutch linings

### TABLE 2.7: Typical location of ACMs within buildings and their usage

#### 2.8 ACMs in Equipment and Appliances

ACMs may also be present in older laboratory or workshop equipment and appliances, such as old ovens, furnaces, autoclaves, fume cupboards and heat resistant mats etc.

Such equipment is normally owned by the School or Research Institute who will have carried out an appropriate “Asbestos Survey” of any of their suspected equipment to identify the possible presence of ACMs and a record kept. This should be made available to all repairers (technicians, contractors etc) who may need to work on such equipment.

Whenever suspect lab/workshop equipment is encountered, repairers must make all reasonable checks to ensure that the equipment is asbestos free before any attempts are made at dismantling.

However, as the ACMs may be concealed deep within the equipment, repairers should be aware of the possibility of the presence of ACMs and stop work immediately if ACMs (or suspected ACMs) are encountered.
Repairers of lab equipment are reminded that ACMs, which are in poor condition, can only be repaired by a HSE Licensed Asbestos Contractor, or the equipment disposed of intact as asbestos waste. Only trained and competent persons such as a Licensed Asbestos Contractor or a United Kingdom Accreditation Service (UKAS) accredited laboratory are permitted to take samples.

2.9. Disposal of Asbestos Waste

Asbestos waste may not be disposed of via the normal refuse stream. It must be disposed of at a waste disposal site that is licensed to receive asbestos waste. The Regulations define asbestos waste as any asbestos that has been removed from its original place of use. This also includes debris, dust, rubble and equipment that contains ACMs or is potentially contaminated with ACMs.

The storage, transportation and disposal of asbestos waste is governed by a host of Acts and Regulations. In addition, the relevant guidelines of the Scottish Environmental Protection Agency (SEPA) will also apply. Asbestos waste is classified as “Special Waste”. Therefore, only appropriately licensed waste contractors can arrange for the storage, transportation and disposal of any asbestos waste or any materials containing asbestos or materials contaminated (or suspected to be contaminated) with asbestos originating from University buildings.

All asbestos waste and asbestos contaminated material awaiting uplift, shall be double bagged or double wrapped in heavy duty polythene, securely sealed with tape and clearly marked as “ASBESTOS WASTE” in accordance with legal requirements before removal from site by a licensed contractor.

It should be noted that current legislation prohibits the sale or gift of any waste or unwanted products or equipment that contain asbestos e.g. second hand asbestos cement products or redundant equipment.

2.10. Sources of disturbance to ACMs

Although demolition work, construction work, refurbishment work, routine repair and maintenance work create the most obvious risks of damage, virtually any task that involves work on the fabric of the building can potentially lead to disturbance of asbestos containing materials. In particular, whenever any drilling, sawing, cutting or breaking-up of unknown materials is to be carried out care should be taken to ensure that these do not contain asbestos. Some examples of other work which can cause disturbance of ACMs include installation work such as data and telephone cables, fire alarms, CCTV, window blinds, shelving, and maintenance and repair of certain older types of electrical equipment etc.

Careless movement of goods and equipment can also cause physical damage to asbestos containing building materials. If you are in any doubt about whether any particular part of building fabric contains ACMs, seek advice from the E&B Project Lead for your contract. Should concealed or damaged ACMs be encountered during maintenance or project works follow the Emergency Procedure in Chapter 8 of this AMP.
3. Procuring Asbestos Services

3.1. Introduction

This chapter is for those determining if works they are undertaking / managing are likely to disturb Asbestos Containing Materials (ACMs). For the purposes of this document the person controlling a project or repair / maintenance activity will be referred to as ‘Project Leader’.

This document outlines the asbestos information sources available to project leaders and the process for procuring asbestos services at The University of Glasgow. All asbestos works must be progressed through the E&B Helpdesk using contractors on the University Asbestos Frameworks. Where this is not the case a written exemption must be received by the Project Leader from the Duty Holder. The Asbestos Manager must still be notified through the E&B Helpdesk advising of when the asbestos works will be active and that Duty Holder exemption is in place.

3.2. Desktop Exercise

All works within the University Estate with the potential to alter or damage the fabric of the building, service voids, building services etc. must be assessed for the possible presence of ACMs. Appropriate control measures should be in place to avoid disturbing them (up to and including removal beforehand by LARC). Sufficient time and resource must be allowed from the outset of the planning of any project regardless of scale. The costs of undertaking refurbishment/demolition surveys and the removal and/or remediation of asbestos should be included in project budget.

Project leaders controlling a project or repair / maintenance activity should ensure that a holistic approach is taken so that all areas that will be disturbed as part of the works are identified beforehand. The focus may be on the main works area however service runs to elsewhere in the building must also be considered i.e. the investigation for asbestos should encompass the area of the building work, adjacent areas and in some cases extend to the whole building.

Once all the areas that are encompassed by the works have been identified, these can then be checked against a number of sources of available asbestos information within The University. It is important to note that these sources are principally populated with ‘Management Surveys’ (formerly Type 1 or 2 surveys) which record the material of construction of the surfaces of the building fabric. More invasive works require ‘Refurbishment’ or ‘Pre-Demolition’ surveys (formerly known as Type 3 surveys) to determine if ACMs are located behind any surfaces.

The asbestos information uses a Unique Property and Location Identifier for each building and area within the building. For example the Estates Building has the Unique Property Reference Number 122. The Helpdesk Office within this building has the Room Reference 125B. By using the reference 122/125B this one room can be uniquely identified on the University Estate.
3.3. Asbestos Register Database **

** This system will be launched Summer / Autumn 2017 and is covered in Chapter 4 (currently not in use)

This contains the most up to date information on The University Estate. This is a web based database that can be accessed remotely provided the user has been supplied with a username and password.

The database login page can be found here: ???????????????????????????????????
The user manual can be found here: ???????????????????????????????????

3.4 Asbestos Register

This information is found on the Estates & Buildings J:\Asbestos electronic folder. The register consists of a suite of Management Surveys in folders listed by Building Reference. There are also sub-folders which contain archive survey, air test and special waste disposal documentation. Comprehensive notes are given in each survey report for the interpretation of the asbestos data contained therein.

3.5 Asbestos Manager

The University of Glasgow’s Asbestos Manager is based within the Estates & Buildings Department and can be contacted for advice and assistance via the Helpdesk x4457 or by raising a Helpdesk request (See §3.6 below).

3.6 Helpdesk Request

Having identified gaps in the asbestos information for the planned works the next step is to request an asbestos survey via the Estates & Buildings Helpdesk interface on the University intranet. https://ebweb.cent.gla.ac.uk/helpdesk/default2.asp.

Select ‘Asbestos Consultancy Services’ for asbestos surveying.

In the description field please ensure that as many details of the works as possible are supplied including budget / project code and all the location references (the system drop down menu only allows one location reference to be selected). The Helpdesk team will process and pass the works request to the Asbestos Manager. The Asbestos Manager may contact the requestor at this point to discuss the works and/or arrange to accompany them on a site scoping meeting before passing the request onto the contractor.

Note that for works other than ‘Asbestos Consultancy Services’, Estates & Building Supervisors should (un)tick the ‘asbestos check’ box and enter an appropriate comment into the ‘Details of response’ box detailing why (or not) the box was ticked.
There are a number of other ‘Asbestos Consultancy Services’ that can be requested by completing the description field in the Helpdesk Works Request Form, a non-exhaustive list is given below:

- Notification of Asbestos Works
- Obtain a quote for any service/appointment listed below
- Obtain a Username and Password for the Asbestos Register Database
- Request Asbestos Awareness Training
- Request Induction and Database Training
- UKAS Accredited Consultancy as Project Manager (including Principal Designer)
- UKAS Accredited Consultancy to undertake Air Testing (background, personal, leak, reassurance, SEM)
- UKAS Accredited Consultancy to undertake Four stage clearance
- UKAS Accredited Consultancy to undertake Surveying
- UKAS Accredited Consultancy to undertake Bulk Sampling
- UKAS Accredited Consultancy Services e.g. Document Review
- HSE Licensed Contractor undertaking Removals (including Principal Designer)
- HSE Licensed Contractor Facilitating Access (including providing and supervision of Specialist Trades)
- HSE Licensed Contractor provision of Decontamination Facilities
- HSE Licensed Contractor provision of Survey Support
- Asbestos Manager Technical Support
- Asbestos Manager Cable Runs
- Audit

3.7 Pre-Survey Site Scoping Meeting

There are no ‘off the shelf’ asbestos surveys, the project leader is key to ensuring that refurbishment / demolition surveys are tailored to each project. All parties will walk through the site to agree the scope of the survey. The project leader should bring detailed specifications including service runs on marked up drawings to ensure the scope of the works is clear to all parties.

The Consultant will produce a ‘survey plan’ (See Appendices 1 & 2). This is a record of the Consultant’s understanding of the scope of the survey. This document is passed to the project leader for them to sign if they agree it to be an accurate account of what was agreed at the site scoping meeting. The survey can then be progressed.

3.8 Scope of Works Review

Works must be stopped and reassessed if they extend beyond the areas that were covered by the survey. Supplementary surveying will be required. This may entail a secondary site scoping meeting and updating of the Site Preparation Document.
3.9  Post-Survey Checks

Following the issuing of the asbestos survey report, the project leader that procured the survey must check that it is ‘fit for purpose’. The report can be compared against the Surveyors Site Preparation Document to ensure that all areas were surveyed as agreed. If the survey is found not to be as requested it should be returned to the surveying company for them to address the errors and reissue the report.

3.10  Asbestos Works Requests

When procuring asbestos removal works, know the limitations of the asbestos survey that you are working from. As detailed in section 2, it is important to note that ‘Management Surveys’ (formerly Type 1 or 2 surveys) record only the material of construction of the surfaces of the building fabric. More invasive works require ‘Refurbishment’ or ‘Pre-Demolition’ surveys (formerly known as Type 3 surveys) to determine if ACMs are located behind any surfaces.

3.11  When to remove Asbestos

Under normal operation of a building there is not a duty to remove asbestos under the Control of Asbestos Regulations (CAR) 2012 only a duty to manage it safely. That said, if the opportunity arises to remove asbestos, University Policy and HSE guidance recommends that it is removed:

The University of Glasgow, as a responsible employer, recognises the risks associated with asbestos and aims to protect employees and others from being exposed to asbestos, so far as is reasonably practicable, either by elimination of asbestos from buildings, or by minimising exposure through the use of suitable and sufficient control measures and work methods, supported by appropriate training of employees. – University Policy on Asbestos Management October 2015

There is a specific requirement in CAR 2012 (regulation 7) for all ACMs to be removed as far as reasonably practicable before major refurbishment or final demolition. Removing ACMs is also appropriate in other smaller refurbishment situations which involve structural or layout changes to buildings (e.g. removal of partitions, walls, units etc). – para 52 HSG264 (HSE).

Where a decision is taken by the Project Leader not to remove asbestos containing materials prior to undertaking building work then it should be clearly stipulated to the Principal Contractor which products are to be left in situ, an indication given as to the measures to be taken to protect and mark the ACMs during the construction phase and upon completion of the works. Locations of remaining ACMs must be recorded post works (e.g. Health and Safety File) and communicated to the Asbestos Manager for updating the register.

3.12  Asbestos Removal Works

The University of Glasgow Policy is given in section 2 of the University of Glasgow document 'Asbestos Guidance for Contractors Working on University Premises': - 2.3 Only specialist contractors who are licensed by the Health and Safety Executive (HSE) are allowed to work on ACMs on University premises.'
At the time of writing, no University of Glasgow staff are trained beyond basic Asbestos Awareness courses. Therefore, all University staff are prohibited from working with ACMs including non-licensable work to ensure that the work is undertaken in compliance with the requirements of Control of Asbestos Regulations 2012 and Special Waste Regulations, e.g. the duty to notify the Enforcing Authority in certain circumstances.

Only HSE licensed asbestos removal contractors (and their specialist sub-contractors under their supervision) from the University’s approved list of contractors/term asbestos removal contractor will be engaged to work with asbestos on University premises, and only the term contractor for analytical and consultancy work will undertake air monitoring and clearance work. The HSE Licensed Asbestos Removal Contractor will be appointed as Principal Designer and Principal Contractor by the University. They must provide a copy of the Construction Phase Plan including method statement, risk assessments and notification for comment by the Asbestos Manager and University appointed analytical company and be accepted by the Project Leader before being sent to the HSE. Any change in the scope of the removal work or deviation from the method must be approved by the Project Leader before work begins. Note that licensed works with Asbestos will require a 14-day notification period to the HSE.

All work must be carried out in line with UK legislation, HSE Approved Codes of Practice, HSE guidance and the University’s procedures and policies. Contractors must make themselves aware of their roles and responsibilities and those of others, as described in the University’s Policy on Asbestos Management, Asbestos Guidance for Contractors Working on University Premises and Contractors Code of Safe Working Practice Guidance documents. These documents are available for download at: http://www.gla.ac.uk/services/seps/az/

Having identified the need for planned asbestos works the next step is to submit a works requests via the Estates & Buildings Helpdesk interface on the University intranet as per §3.6. One for the removals contractor and a second works request will be required under ‘Asbestos Consultancy Services’ for the Asbestos Analyst to conduct their air testing.

3.13 Audit Trail

To provide an audit trail for any completed asbestos works and to ‘close the loop’ all documents MUST be passed to the Asbestos Manager to enable the Asbestos Register and Repository to be updated. See Fig 3.13 for Asbestos Process Flow Chart.
Fig 3.13 Asbestos Process Flow Chart for Undertaking Works on the University Estate
4. Asbestos Register Database**

** Currently not in use. System estimated to be launched Summer / Autumn 2017

4.1 Introduction

Information from the University’s Asbestos Register Database can be provided in three main ways. Through printed job sheets, the web based interface and trade staff PDAs. The systems are fully integrated as part of the Quemis Job Management system which also incorporates the Helpdesk. For most users the web based database will be the primary source of asbestos information. However, there is an additional data available to University Staff on the Asbestos Repository on J Drive (J/Asbestos). Note that the drive letter may be different for those outwith E&B and that remote access requires a VPN connection.

The Asbestos Manager is custodian of the University’s Asbestos Information and Database. Requests for access to the database should be progressed through Project Leaders for Contractors and line managers for UoG Staff. A Helpdesk request will be required to be raised with supporting evidence of Induction, asbestos awareness training and details of extent of access (buildings and timescale) will be required before a username and password will be issued. Please note that all access is logged and is fully auditable.

4.2 Limitations of the Asbestos Register Database Information

As mentioned in previous chapters, the Asbestos Register is regularly updated but will not provide sufficient information for Project Leaders when building or intrusive works are to be carried out. Project Leaders should always ask for project-specific asbestos information from the Asbestos Manager via a
Helpdesk request. This should be requested at an early stage in the project’s timeframe to allow sufficient checks to be made and reports to be issued.

It should also be noted that the condition of ACMs are recorded at the time of inspection and these may have been damaged/deteriorated in the intervening period and should be reassessed.

4.3 Accessing the Asbestos Register Database

Individuals who have been issued with a username and password via the E&B Helpdesk can log on to the web based interface using the following URL: ??????????????????????????????????????.

Select the ‘View register’ menu and click on the relevant site. Now click the tick box in the right hand window to confirm that you have ready the ‘Important Notice’. The blue on white ‘Dwg’ shortcut will now be available at the bottom of the left hand pane. Click this button to use the graphical view which provides colour coded site, building, floor and room plans so that you can quickly see which locations have ACMs. You can move across to the graphical view at any point in the property hierarchy. For example, as soon as you have selected a site, you could go to the graphical register and drill down from the site plan to the building, floor and room that you wish to view from there. This process is shown in the following screenshots below.

![Asbestos Register Screenshot](Image)

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Next, click on a building to see the floor levels and whether they contain ACMs. Each of the floors of the selected building will now appear. Areas coloured **RED** are known or presumed to contain asbestos based primarily on the information from Management Surveys.

Clicking on the floorplan you wish to review will take you to the room level drawing and it’s associated data:

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4.4 Asbestos Flag

The ‘Asbestos present’ and ‘Asbestos presumed’ records are flagged as risks in the web-based help desk. Any requests and jobs that are posted to the locations containing these asbestos risks will now be flagged in the web-based helpdesk as illustrated in the screenshot below. Requests and jobs will have a hazard warning flag alongside each relevant record.
When the relevant request or job is selected, a second tab section gives the details of the ACM:

The above examples are from the ‘new requests’ and ‘create job’ pages of the web based help desk. These protocols are maintained throughout all relevant sections of the system including the PDA (below).

Please note the limitation of asbestos flag on web based interface, PDA and job sheets which is restricted to one location reference per job line regardless of the number of areas encompassing the works. The Asbestos Register must be consulted for all areas that may be affected by works.

4.5 Importing Data

The data import procedure is based on the Excel templates provided by the University (see sample below). Before the data is imported, it is validated by the system. If there are any validation issues with the data in any row of the spreadsheet, these are highlighted in red and the data is NOT imported. It is only when all validation issues have been resolved that ALL data is imported from the template into the system.
Before commencing the import procedure it is useful to check the following:

1. The file containing the data that you wish to import must not be open in Excel.
2. Photos should be held in a sub-folder named ‘asbestos_images’ within the same network folder as the data template as shown below:

3. If the photo filenames in the folder must match Photo Numbers in the spreadsheet.
4. If the photo filenames are numerical, the format of the Photo Numbers in the spreadsheet must be the same format as the photo numbers in the asbestos_images folder.
5. The ‘Site code’ in the spreadsheet must match a building reference in QuEMIS.
6. Location should have been inserted into QuEMIS to match the ‘Floor’ and ‘Room area’ data in the spreadsheet and / or the data in the spreadsheet must be changed to match that in QuEMIS.
7. The schedule data should match the contents of the data schedules in QuEMIS. Occasionally you may see that a dot is added to the end of the field (eg. ‘Manage.’ Instead of just ‘Manage’). In these cases, a match will not be found and the data will fail the validation.
The following steps describe the data import process itself.

**STEP 1:** Change the QuEMIS Active Desktop to ‘Asbestos and DDA’ as shown below:

![Image of QuEMIS Active Desktop](image)

**STEP 2:** Select the menu option: Procedures > Import asbestos data from **External** Excel template to

The following pop up window will now appear:

![Image of pop up window](image)
STEP 3: Navigate to the Excel file that you wish to import:

![Excel file navigation](image)

STEP 4: Click ‘Open’ and the path together with the default photos folder will drop into the two fields in the pop up window:

![Excel file import](image)

STEP 5: Click the ‘Import’ button. A validation progress bar will now be displayed. (This will be followed by an ‘import’ progress bar if all of the data was successfully validated.)

![Validation progress bar](image)
STEP 6: Review the message that will appear in the popup:

![Image of pop-up message]

STEP 7: If any data failed to validate, review the new spreadsheet that will have been created with the extension ‘QValidated’. Go through any records highlighted in red and resolve the issues either by adding/amending the space data in QuEMIS or by correcting the data in the spreadsheet.

Within the rows highlighted in red the cells containing invalid data are NOT highlighted so that you can easily identify the issues. For each cell containing invalid data there is a comment inserted that gives details of the issue. This means that you can hover over the relevant cell to see the reason for rejection.

In the example below, the Asbestos type value was not found. This value is the material assessment score for the Asbestos type which should be either 1, 2 or 3.

![Image of spreadsheet with red highlighted rows and comments]

This data can now be investigated and corrected. The QValidated spreadsheet can be saved as a new filename (eg. with the extension ‘with data corrections’) and the import process can be re-run using the corrected data.

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5. Management Arrangements

5.1 Introduction

The Director EBCS is the Duty Holder of the University Estate with the Asbestos Manager acting as custodian of the Asbestos Register Database. As per Chapter 3, all requests for asbestos services are to be raised via the E&B Helpdesk under ‘Asbestos Consultancy Services’. The works request is assigned an ‘HD’ number which can be used by the requestor to track the progress of the request. The Helpdesk passes all asbestos related requests to the Asbestos Manager for assessment and to progress the appropriate course of action. Depending on the information provided in the works request, the initial action may be for the Asbestos Manager to contact the requestor for further information which may include a site visit if appropriate. Further to this, the Asbestos Manager will either undertake the work in-house or assign the work to the appropriate contractor. A quote for cost and timescales will be passed to the requestor for authorisation. Once a course of action has been agreed the works request will be passed back to the Helpdesk for them to raise the PO and issue the job line to the contractor(s). Where a Project Leader has requested the works they will maintain responsibility for the works, shall be the principal contact and attend meetings as required including the survey site scoping meetings to sign the site scoping checklist (Appendix 1) with the Asbestos Manager providing technical support. The Asbestos Manager will act as Project Leader for Asbestos Management Works funded from the Asbestos Management Budget (presently £200k per annum).

5.2 Work with Asbestos

All work with ACMs must be undertaken by an HSE licensed contractor including non-licensed works. Where there is more than one contractor (including an analyst) on asbestos works the HSE Licensed Contractor will act as Principal Designer and Principal Contractor under the Construction Design and Management Regulations 2015.

5.3 Work allocated to a Compliance Officer (Asbestos)

The Compliance Officer (Asbestos) will check the Helpdesk system twice daily as a minimum to check for works that have been allocated to them. Job histories must be kept up to date in order that others fully understand the status of the works.

They must ensure that the Asbestos Register is uploaded with all relevant asbestos information and associated documentation.

5.4 Project Works

A notification email must be lodged in the E&B Helpdesk to advise of any asbestos works taking place on the University Estate this includes on sites under the control of a Principal Contractor. This will alert the Asbestos Manager to the works and enable them to be considered for audit and to follow up on paperwork to ensure that the University’s Asbestos Register Database is kept up to date. If building, project or maintenance work has the potential to disturb ACMs those materials should, as far as is reasonably practicable, be removed prior to work commencing in accordance with the requirements of

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Regulation 7 (CAR 2012) and University Policy see §1.2. Such work will be undertaken by HSE licensed asbestos removal contractors. Where removal is not possible an HSE licensed contractor should undertake any work likely to disturb asbestos including supervision of specialist asbestos trained sub-contractors contractors (e.g. electricians, heating engineers etc).

5.5 Asbestos Pre-Planned Maintenance (PPMs)

Tasks that are required to be undertaken on a periodic basis are recorded within the Quemis job management system and the works requests are automatically generated with ‘PPM’ prefix at the appointed time. For asbestos works the tasks falling under this category will be annual reinspections, reassurance air monitoring and closed area reviews. The PPM jobs are automatically sent to the Asbestos Manager for progressing. Further to this, the Asbestos Manager will either undertake the work in-house or assign it to the appropriate contractor. PPMs form KPIs for reporting to the quarterly Estates and Buildings Health and Safety Committee meeting.

5.6 Asbestos Surveys/Sampling

The University is continuously undertaking asbestos surveys for the identification and location of ACMs. All surveys must be progressed through the E&B Helpdesk and returned in the correct format for uploading into the asbestos register database (See Chapter 4). All pre-2000 constructed buildings will be subject to a management survey to identify, so far is reasonably practicable, the location, extent and condition of ACMs. It should be noted that only those individuals that (i) under ISO17020/17025 UKAS accredited quality system or (ii) HSE license who are trained competent and have documented procedures can survey for or sample suspect asbestos containing materials. In practice this means only a UKAS accredited consultancy or HSE licensed contractor will be able to undertake this work. Sample analysis must be by a UKAS accredited laboratory.

5.7 Reinspections

While employees are encouraged to report any new damage to ACMs that they become aware of during their daily duties, the minimum period between reinspections of known ACMs shall endeavour to be 12 months. However, the time period between monitoring will vary depending on the type of ACM, its location and the activities in the area concerned e.g. Closed Areas aim to undergo three monthly reassessments. Monitoring involves a visual inspection of the ACM (Material Assessment) and gathering information on how the area is used (Priority Assessment) to inform an overall risk assessment. The asbestos risk assessment assigns scores between one and 24 using the HSE’s algorithms contained in HSE Guidance Document HSG227. These are used to form and prioritise remedial actions of which there are a number of options including Close Area, Manage, Label, Seal, Encapsulate, Repair, Removal and combinations thereof. Other actions can also be initiated such as air monitoring, investigations into gross or reoccurring disturbance of ACMs.

For KPI reporting the ACM are split into three categories with the goal of reducing the risk assessment scores to as low as reasonably practicable: Category A ACMs with risk assessment scores equal to or greater than 17 requires ACMs urgent consideration including considering designating the area a Closed Area. Category B ACMs with risk assessment scores 13-16 inclusive, will still warrant urgent consideration
as they will be susceptible to further deterioration. Category C ACM risk assessment scores up to 12 inclusive do not pose an imminent risk and likelihood of fibre release is low under existing conditions. Materials within this category will be inspected on a nominal yearly basis.

Reinspections will either undertaken in-house or by UKAS accredited consultants as the Asbestos Manager deems necessary. There are two means of updating the database (i) using tablet computers and (ii) by data upload (See Chapter 4). Only UKAS accredited laboratories on the University’s framework can be used as they have the requirements to ensure that the data is returned in the correct format for uploading into the database. The information gathered will be populated into the asbestos register and the asbestos warning flag system by Administration Support / Quantarc. Maintenance of the associated space data will be undertaken by the Space Manager.

5.8 Closed Area Reviews

The Closed Area processes are detailed in Chapter 6. The number of Closed Areas and their PPM inspection both form part of the suite of KPIs reported to the monthly Estates Managers Meeting. The Asbestos Manager is the custodian of the Closed Area Register.

5.9 Periodic Air Monitoring

Air Monitoring will be required as part of many asbestos works, however this section refers to periodic air monitoring scheduled as additional testing of areas where further reassurance is required. This confirms that control measures are suitable and sufficient e.g. in an area adjacent to a Closed Area.

5.10 Waiver Requests

Any request to the HSE for a waiver to the 14-day notification period are to be submitted via the Asbestos Manager. The Director E&B will provide final authorisation for waiver requests. Waiver requests are reported to the quarterly Health, Safety and Wellbeing Committee and E&B H&S Committee.

5.11 Key Performance Indicator Reporting Dashboard

The sample dashboard in Figure 5.11 shall form part of the Asbestos Managers quarterly report to the Estates & Buildings Health and Safety Committee. These include: PPM completion, number of Helpdesk requests, number of Closed Areas, Waiver Requests, Incidents, Near Misses, Asbestos Awareness Training status and scoring of ACMs on the University Estate. Trends in audit non-conformances shall also be presented at these meetings together with other asbestos related matters.
Figure 5.11 Sample Performance Indicator Reporting Dashboard
6. Closed Areas

6.1 Contractor and Staff Process

6.1.1 Closed Areas

An area will be deemed a ‘Closed Area’ when there is an unacceptable risk for personnel to enter. Access must be arranged and agreed by Estates & Buildings Office (See §6.1.3) in advance of any works and a ‘Closed Area Permit to Work’ must be obtained. To gain access to a Closed Area personnel must provide (i) Evidence of the appropriate level of competence and (ii) a site-specific risk assessment / method statement on how the hazard will be managed.

A Closed Area can consist of partial areas within a room e.g. above ceilings, risers, ducts. Structures could also be deemed unsafe e.g. fixed ladders, staircases.

6.1.2 Closed Area Signage

An example of Closed Area signage is given in Figure 6.4.1. There are three main sizes A4, A5 and A6 tags. They all maintain the same basic design and information. Despite the variation in size they all prohibit entry into an area.

Closed Area signage does not remove the need for other specific warning signage. It details the reason why an area has been closed but not all the hazards within an area. For example, an area restricted due to asbestos being in an unacceptable condition may also contain high voltage equipment.

6.1.3 Encountering a Closed Area

If you encounter Closed Area signage that prohibits access to an area that you are require to work in. You MUST:

(i) STOP WORK - Do not attempt to access the area.

(ii) Telephone the Estates & Buildings Helpdesk on x4457 (External Direct Dial 0141-330-4457). Quote the location and restriction details on the sign.

The Helpdesk will provide you with a contact within Estates & Buildings who will provide details of the closure and advise you of the way forward.

6.1.4 Quick Response (QR) Codes

The top right hand corner of the signage contains a QR code. QR Codes allow Smartphone users to download additional information to their handset. Most modern phones come with the software already installed. However, QR reader software can be downloaded without a fee (although network charges may apply).
6.2. Helpdesk Staff Process

When a Caller contacts the Helpdesk to advise that they have encountered ‘Closed Area - No Entry’ signage. Helpdesk staff supports the caller through applying the following process:

(i) Asking the caller to state their identity and nature of their business and confirm that they have ‘signed in’ at the Estates & Buildings Helpdesk Reception.

(ii) Asking the caller for the location and restriction reference detailed on the Closed Area signage.

(iii) Consulting the Closed Area register J:\Asbestos\Closed Area Register and supply the caller with the corresponding contact details listed on the register.

(iv) Advise the caller to make an application for a Permit to Work to the supplied Estates and Building contact before proceeding with the works.

6.3. Closed Area Permit to Work

6.3.1 Requesting a Closed Area Permit to Work

Before a Closed Area can be entered any person(s) requiring access must contact the Estates and Building Representative given by the Helpdesk to request a ‘Closed Area Permit to Work’ (ASBF1). A sample document is shown in Appendix 3. This system is administered by the Asbestos Manager. Project Leaders must ensure that they, their contractors and/or E&B trades staff have the required permits before work commences.

The ‘Person in Charge of Works’/Project Leader will be responsible for applying for the permit and completing their sections of the Closed Area Permit to Work. This is a named person e.g. employee of the University, an employee of a contractor or a self-employed person who will be in actual charge of the works detailed in the supporting job specific Method Statement and Risk Assessment documents.

All other persons involved in the works must sign the method statement and risk assessment to acknowledge that they have read and understood the documents.

6.3.2 Supporting Documentation

Two copies of the Closed Area Permit to Work form should be completed. The Estates & Buildings Representative will hold one on file together with copies of the supporting documentation. The other copy will be held on site by the ‘Person in Charge of Works’ together with their supporting documentation. These documents must be available for inspection on site.

In order to satisfy the requirements for the issue of a Closed Area Permit to Work the Estates & Building Representative will be required to review the supporting documentation. The Estates & Buildings Representative will enter the date that all the documents (i.e. risk assessment, method statement, evidence of competence) were inspected and found to be of a standard to issue a Closed Area Permit to Work.
Documented evidence of an appropriate level of competence must be supplied for all the individuals entering the Closed Area including the ‘Person in Charge of Works’. This documented evidence should take the form of appropriate certification, training files and a portfolio of having worked in similar environments. [Note: Asbestos Awareness training would be insufficient evidence of competence to access an asbestos contaminated area.]

The Risk Assessment / Method Statement must be site specific, appropriate and signed by all persons operating the system of work contained within the documents.

There may be instances where additional documents will have to be produced (e.g. Insurances) before a Closed Area Permit to Work can be issued. The Estates & Buildings Representative will request this before issuing the Closed Area Permit to Work.

6.3.3 Post Works Check

The immediate area outside the Closed Area must be left in a safe condition. The Closed Area must be re-secured and the signage must be left secure and clearly visible. Contact the nominated Estates and Building Representative immediately if the criteria is not met.

Sign section 2 of the Closed Area Permit to Work form when leaving the area for the last time under the active permit. After signing, return the permit to the Estates & Buildings Representative who issued it.

If the works have not been completed in the allotted time, contact the Estates & Buildings Representative who will advise the way forward and will issue a second permit if required.

6.3.4 Permit Completion

The Estates and Building Representative must be satisfied that the Closed Area has been re-secured with the Closed Area signage clearly on display. They must also ensure that Sections 1 and 2 of the permit has been completed correctly. If the criteria have been met then the Estates and Building Representative countersigns Section 3 to effect the closure of the permit. The Estates & Buildings Representative will keep one set of documents for their records and pass the second o the Asbestos Manager for retention on file.

6.3.5 University Documents

All work must be carried out in line with UK legislation, HSE Approved Codes of Practice, HSE guidance and the University’s procedures and policies. Contractors must make themselves aware of their roles and responsibilities and those of others, as described in the University’s Policy on Asbestos Management 2015, SEPS Guidance Note on Asbestos 2016 and SEPS Contractors Code of Safe Working Practice 2011 documents. The documents are available for download at:

- http://www.gla.ac.uk/services/estates/index/policy/
- http://www.gla.ac.uk/services/seps/az/asbestos/
6.4. Implementing a Closed Area

6.4.1 Erecting Closed Area Signage

Estates & Buildings personnel will normally erect signage, however nominated contractors may be asked to designate a ‘Closed Area’. This will only happen if an unacceptable hazard has been encountered.

Such contractors must close off the area, erect E&B warning signage and contact their designated Estates & Buildings representative immediately. The Estates & Buildings Representative will provide a reference number, assist in the completion of the Notification Form (ASBF2 - shown in Appendix 4), ensure that the Closed Area Register is updated and advise of any further course of action.

Recommended signage sizes are:  
- A4 – Main doors, loft hatches, large service cupboards  
- A5 – Smaller doors such as risers  
- A6 Tags – Ceiling voids or smaller structures (e.g. fixed ladders)

![Figure 6.4.1: Closed Area Warning Signage](image)
6.4.2 Referencing

The two fields on the Closed Area signage are ‘Location’ and ‘Restriction Code’. Both pieces of information contain details of the location of the Closed Area.

**Location**: This is a written description of the Closed Area e.g. *Estates Building, Helpdesk Office, Ceiling Void*.

**Restriction Code**: The restriction code contains the unique location identifier of the Closed Area and a suffix giving the nature of the closure. The restriction code consists of Building Reference/Room Reference/Closed Area Number/Hazard Suffix. e.g. Estates Building (122) / Estates Helpdesk Office (125B) / One of one Closed Area (1) / Asbestos (A). This would be written as: **122/125B/1/A**.

Details of the hazard suffixes are given in **Table 6.4.2**.

<table>
<thead>
<tr>
<th>Restriction Code Suffix</th>
<th>Hazard</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Asbestos</td>
</tr>
<tr>
<td>B</td>
<td>Biohazard</td>
</tr>
<tr>
<td>C</td>
<td>Structural</td>
</tr>
<tr>
<td>D</td>
<td>Depleted Oxygen Levels</td>
</tr>
<tr>
<td>E</td>
<td>Electrical</td>
</tr>
<tr>
<td>F</td>
<td>Steam / Heat</td>
</tr>
<tr>
<td>G</td>
<td>Water</td>
</tr>
<tr>
<td>H</td>
<td>Other</td>
</tr>
</tbody>
</table>

**Table 6.4.2** - Restriction Code suffixes and associated hazards

6.5. Review of Closed Areas

6.5.1 Immediate Review

When a Closed Area has been notified the Helpdesk will pass the notification form to the appropriate contact given in Table 5.1 below.

<table>
<thead>
<tr>
<th>Restriction Code Suffix</th>
<th>Hazard</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Asbestos</td>
<td>Asbestos Manager</td>
</tr>
<tr>
<td>B</td>
<td>Biohazard</td>
<td>Head of SEPS</td>
</tr>
<tr>
<td>C</td>
<td>Structural</td>
<td>Head of Operations</td>
</tr>
<tr>
<td>D</td>
<td>Depleted Oxygen Levels</td>
<td>Head of SEPS</td>
</tr>
<tr>
<td>E</td>
<td>Electrical</td>
<td>Head of Operations</td>
</tr>
<tr>
<td>F</td>
<td>Steam / Heat</td>
<td>Head of Operations</td>
</tr>
<tr>
<td>G</td>
<td>Water</td>
<td>Head of Operations</td>
</tr>
<tr>
<td>H</td>
<td>Other</td>
<td>Head of Operations</td>
</tr>
</tbody>
</table>

**Table 6.5.1** - Restriction Code suffixes, associated hazards and point of contact
The E&B contact will appraise the notification form to confirm that the closing of the area is the most appropriate course of action. They will then complete section 2 of the Notification Form ASBF2 (including their name and date of assessment in the review details) before passing it to the Asbestos Manager to update the register. Job histories will be kept up to date on the Helpdesk system and the Asbestos Manager will issue / administer the Closed Areas Permit to Work system.

6. 5.2 Periodic Review

The closing of an area is intended to be an interim risk management arrangement until a permanent remediation can be undertaken. To ensure that remediation is achieved each closed area will undergo a periodic review. The review should take place no longer than three months after the Closed Area was introduced or from the last review.

The notification form shall be used by the appropriate Estates and Building Representative detailed in Table 6.5.1 to record the findings of the reviews until remediation can be programmed. They will then complete section 3 of the Notification Form ASBF2 (including their name and date of assessment in the review details) before passing it to the Asbestos Manager to update the register.
7. Audit and Quality Control

7.1 Introduction

A number of pro-formas and templates are available in the Appendices of this document to assist Project Leaders and others in quality checking various stages of asbestos related works and these are:

Appendix 1 – Site Scoping Checklist
Appendix 2 – Sample Survey Plan
Appendix 5 - Internal Asbestos Works Audit Form
Appendix 6 - External (ARCA) Asbestos Works Audit Form (with guidance)
Appendix 7 - External (ATAC) 4 Stage Clearance Audit Form
Appendix 8 – External (ATAC) Survey Audit Form

In addition to internal quality checks, auditing will be undertaken throughout the year by Health and Safety Advisers from the University’s Safety and Environmental Protection Service (SEPS) and other external organisations. Feedback will be shared through the Estates & Buildings Health & Safety Committee.

For Contractor frameworks PQQ/ITT shall ensure that all contractors working on the University Estate including Principal Contractor sites are aware of the University’s Policies and Procedures relating to asbestos. This will include ensuring that all general site operatives have undergone suitable and sufficient induction, asbestos awareness training and database training. Only then will external parties be access given to the asbestos register database. Similarly University staff wishing to access the asbestos register will require to undertake asbestos awareness training and asbestos register database training (Via E&B Helpdesk) before access will be granted to the system.

Periodic auditing of works will make use of the asbestos database’s register log to confirm that the necessary asbestos checks are being made by staff. This simple process is undertaken by the Asbestos Manager and is shown in 7.2 below:

7.2 Asbestos Register Audit using the Register Log (Asbestos Manager)**NOT IN USE**

When logged in the Asbestos Manager has an extra button at the bottom of the ‘View Register’ screen is available for the viewing of register logs. The procedure for checking that the asbestos register has been viewed is as follows:
STEP 1: Select the location in the property tree and click the white on blue ‘Log’ button at the bottom of the screen).

A schedule will now appear showing who has viewed asbestos records in this location and the date that the viewing took place:

7.3 **Electronic Induction System**

All contractors must complete the online induction process and upload their evidence of competency documents including a current UKATA/IATP accredited asbestos awareness training certificate. Only then will they be able to sign on to campus and obtain a contractors badge. Details of the induction process are given in the E&B H&S Policy Document.
7.4 KPIs

The performance of the University shall be monitored using the metrics in Chapter 5 that are reported on a quarterly basis to the E&B H&S Committee using the KPI dashboard.

7.5 AMP Audits

The Asbestos Manager and/or nominated contractor will also conduct periodic vertical audits to ensure compliance with this AMP. Non-conformances shall be passed to line managers for them to action and close out. Audits and common non-conformances will be reported to the E&B H&S Committee.

The University is a Corporate Member of the Asbestos Removals Contractors Association (ARCA), who will undertake full AMP audits and periodic audits of Asbestos Removal Works using the following pro-forma. ATAC will also undertake periodic audit of Analytical Consultants activities. The findings from the audits will form part of the scoring/discussions at quarterly frameworks contract review meetings.

7.6 Asbestos Works

The following pro-formas are available as aide memoires to conduct basic checks of the various asbestos work related activities:

- **Survey Site Scoping Summary document** (Appendices 2) - The UKAS accredited consultancies may have their own documentation and the documentation may be known by different names e.g. survey plan, surveyors site preparation document, plan of work or contract review but all serve the same purpose to record and agree the scope of the survey. Post survey, this can be used by the Project Leader as a post-survey checklist to ensure that the survey is fit for the purpose of their planned project.

- **Site Scoping Checklist** (Appendix 1) - Details measures to take including liaison with Helpdesk, Bedellus, security, building users. ASB 5 Notifications etc. and appointing the Principal Designer in writing.

- **Asbestos Removal RAMS/CPP review document** (Appendices 5-8) - Guidance on RAMS/CPP associated with asbestos removal works.

7.7 Space Manager

The space manager has responsibility for maintaining drawings and space data and has a quarantine area for such data before uploading into the main system.

7.8 Client Feedback

Whether it is asbestos awareness training or a survey request all ‘clients’ are given the opportunity to provide feedback either through training feedback forms or through the Helpdesk works complete notification email. Staff are also encouraged to provide feedback on this document to the Asbestos Manager.
8. Emergency Procedures

8.1 Disturbance of Asbestos Containing Materials

Should staff, students, contractors and visitors to the University disturb Asbestos Containing Materials (ACMs). **Stop works!** Leave all tools and equipment and without attempting to clean dust and debris, evacuate the area immediately **but do not proceed any further into the building**, muster outside the door to the suspected contaminated area. This is to remove you from the immediate potentially asbestos filled air environment but also to prevent further spread of the asbestos. Do not permit anyone else to enter the area. Erect temporary signage, lock the door if it is possible to do so without moving from the muster point. Now **contact the E&B Helpdesk on 0141 330 4457 (or 6547)** and your Project Leader / Line Manager. If unavailable (e.g. out of hours) contact Main Campus Security for the on call E&B contact using the numbers below:

**Main Campus**
In person (by non-contaminated persons) at the Main Security Office
Dialling x4444 or x4282 from internal phones
Dialling 0141- 330- 4282 or 0141- 330- 4444 from mobile telephones and external landlines.
Lifting one of five red emergency direct line telephones (located at the Bower, Graham Kerr, James Watt South, James Watt North Buildings and opposite the Security Office)

**Garscube Campus**
In person (by non-contaminated persons) at the Security Gatehouse
Dialling x2222 or x5799 from internal phones
Dialling 0141- 330- 5799 or 0141- 330- 4444 from mobile telephones and external landlines.

**Other Premises**
Dialling 0141- 330- 4282 or 0141- 330- 4444 from mobile telephones and external landlines.

E&B will assess the nature of the incident and if required will arrange for an HSE Licensed Contractor to attend site to decontaminate individuals and equipment. In some instances this may involve contaminated persons being processed through a decontamination (shower) unit. The licensed contractor will talk you through this process. Air testing will also be undertaken to assist in quantifying exposure (if any).

The E&B on call contact will record a list of those persons involved in the incident for incorporation into the investigation by the line manager/SEPS. SEPS and the Asbestos Manager who will decide on any further actions following an assessment of the situation. It is important that the Asbestos Manager and SEPS are informed of incidents as soon as possible after its occurrence.

**Report the Incident**

All E&B staff are required to ensure accidents and incidents are recorded in triplicate on the ‘Injury or Dangerous Occurrence Report’ form at the Helpdesk (See Figure 8.1). The top two copies of the form are...
sent to SEPS and the third copy kept by the Helpdesk after scanning copies to the line manager, Asbestos Manager and Administration team. The subsequent investigation of any reported incident/accident/near miss will be undertaken by Estates and Buildings line management (with support from SEPS and/or Asbestos Manager) who will also action any outcomes. Visibility of incidents is important to ensure that feedback is given to the parties involved and ‘lessons learned’ shared with the wider Department/University.

Note that incidents occurring on sites under the control of a Principal Contractor, the reporting requirement is part of their responsibilities. Contractors, in addition to their own company reporting procedure, are encouraged to inform the University of any accidents/incidents including ‘near misses’ on the University Estate. This will permit the University to obtain knowledge from incidents to inform University policies, procedures, method statements and risk assessments. E&B staff managing the contractors should feed this information to their representative on the E&B H&S Committee. Where exposure occurs above the Control of Asbestos Regulations 2012 (CAR) Control Limit reporting of the incident to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) will be assessed by SEPS and referral to the Occupational Health Service (OHS) may be required to discuss medical issues and provide support. The OHS will notify Human Resources Department to instruct that a record of the incident is kept on the individuals’ personnel record. Records of exposure must be kept for a mandatory 40 years.

![Figure 8.1 SEPS Incident Reporting Form](image-url)
8.2  Discovery of an ACM

All staff and contractors should consult the asbestos register prior to starting works. This is populated primarily with Management Surveys and any intrusive works should have bespoke pre-refurbishment survey commissioned in advance of any intrusive works taking place. However, ACMs can be missed, therefore should staff, students, contractors and visitors to the University encountering previously unidentified (but not disturbed) ACMs they should Stop the works/activity immediately! Leave the area and seal it off to all persons and contact the E&B Helpdesk / Security Office as per the details in §8.1. E&B staff supported by asbestos consultants will provide further guidance on the way forward. This will depend on the location, type and the extent of the damage of the ACM.

On CDM projects, the Site Manager should inform the University Project Leader of any issue during normal hours. In the case of out-of-normal hours working, Central Services (Security) should be contacted on 0141 330 4282. The Principal Contractor will already be aware through the preconstruction information and the contract pre-start meeting on the action to be taken on the discovery of concealed ACMs. This action should be relayed to all site personnel as part of their induction and this should align with the University Procedure (§8.1). If the Principal Contractor seeks a Waiver to the 14-day notification, this shall be progressed through the Project Leader with the Principal Contractor providing supporting information as to the reason for the request. This must be reviewed by the Asbestos Manager with final authorisation from the Duty Holder prior to it being actioned.

Further advice on this issue can be obtained from the HSE website at: http://www.hse.gov.uk/pubns/guidance/em1.pdf

8.3.  Urgent access to a Closed Area or Live Asbestos Enclosure

In the case of an emergency access being required to a Closed Area or Live Asbestos Enclosure only those who have received training, are properly protected, and are under the supervision of the HSE Licensed Asbestos Contractor will be allowed entry. Contact the E&B Helpdesk / Security Office as per the details in §8.1. In exceptional circumstances where there may be imminent danger to life (e.g. fire) asbestos will be deemed the lesser risk and entry will be justified to rescue a casualty subject to appropriate control measures being in place. The emergency services and others coming into contact with the casualty must be advised of the asbestos contamination and the decontamination arrangements under §8.1 must be followed as soon as the imminent danger has passed.

8.4.  Release of asbestos fibres from a live enclosure

In the event of an elevated airborne fibre count being identified in areas external to an enclosure during asbestos removal operations the UKAS Accredited Analytical Consultants will liaise with the Building Superintendent, Asbestos Manager, HSE Licensed Asbestos Removals Contractor to provide solutions to reduce or mitigate the release and undertake air (including filters for SEM analysis) and bulk sampling to further quantify the extent of the suspected release of asbestos fibres. They will fully assess the scale of the release and initiate the decontamination arrangements under §8.1 if appropriate to do so.
Appendix 1 – Site Scoping Checklist
# Site Scoping Checklist

<table>
<thead>
<tr>
<th>Item</th>
<th>(Y/N) / (Ref No.) / Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Helpdesk Request raised and HD No. issued (Enter Ref)</td>
<td></td>
</tr>
<tr>
<td>Quote accepted and PO issued (Enter Ref)</td>
<td></td>
</tr>
<tr>
<td>Site Scoping Meeting Date</td>
<td></td>
</tr>
<tr>
<td>Survey Plan Attached (Enter Ref)?</td>
<td></td>
</tr>
<tr>
<td>Does it contain the information in Table A1?</td>
<td></td>
</tr>
<tr>
<td>Drawings Attached (Enter Ref)</td>
<td></td>
</tr>
<tr>
<td>Other attachments (Enter Ref)</td>
<td></td>
</tr>
<tr>
<td>Building User Representative (Site Contact) informed</td>
<td></td>
</tr>
<tr>
<td>Site Contact Details</td>
<td></td>
</tr>
<tr>
<td>Start date</td>
<td></td>
</tr>
<tr>
<td>End date</td>
<td></td>
</tr>
<tr>
<td>Hours of access</td>
<td></td>
</tr>
<tr>
<td>Special Access Requirements</td>
<td></td>
</tr>
<tr>
<td>(e.g. Licensed Site requiring Escort)</td>
<td></td>
</tr>
<tr>
<td>Bedellus (Janitor) informed</td>
<td></td>
</tr>
<tr>
<td>Campus Security informed (including vehicle requirements)</td>
<td></td>
</tr>
<tr>
<td>Level of Reinstatement</td>
<td></td>
</tr>
<tr>
<td>(e.g. make good / make safe only)</td>
<td></td>
</tr>
<tr>
<td>Report turnaround time</td>
<td></td>
</tr>
</tbody>
</table>

---

**E&B Project Lead - Print Name and Date**

---

**E&B Project Lead - Signature**

---

**UKAS Surveyor - Print and Date**

---

**UKAS Surveyor - Signature**

---

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A sample survey plan document is shown in Appendix 2 of the Asbestos Management Plan 2017. It contains the following information that a UKAS accredited Asbestos Surveyor will require prior to undertaking an asbestos survey. Such as:

- Description and use of property (e.g., industrial, office, retail, domestic, education, health care etc).
- Number of buildings: age, type and construction details.
- Number of rooms.
- Any unusual features, underground sections.
- Details about whether the buildings have been extended, adapted or refurbished, and if they have, when the work was done.
- Any plant or equipment installed.
- Whether a listed building, conservation area etc.
- Extent or scope of survey required (possibly mark details on a site plan or architects’ drawings).
- Whether the surrounding ground and associated buildings or structures are to be included in the scope of the survey.
- Current plans or drawings of the site.
- Previous plans, including architects’ original drawings and specifications and subsequent plans for major changes and refurbishment.
- Whether the premises are vacant or occupied.
- Any restrictions on access.
- Special requirements or instructions.
- Responsibility and arrangements for access.
- Whether survey damage is to be made good (refurbishment/demolition surveys).
- Site-specific hazards (mechanical, electrical, chemical etc).
- Responsibility for isolation of services, power, gas, chemicals etc.
- Working machinery or plant (including lifts) to be made safe (these are covered in greater detail in Step 4).
- If photos are to be taken.
- How many bulk samples will be necessary.
- The location of all services, heating and ventilation ducts, plant rooms, riser shafts and lift shafts.
- Details of any previous asbestos surveys (Type 1/2/3 Surveys), current asbestos registers and all records of asbestos removal or repairs.
- Information on possible repairs to ACMs, eg pipe/thermal insulation.
- History of the site: any buildings previously demolished; presence of underground ducts or shafts etc.

**Figure A1: Survey Plan Information**


**Post survey checks**

- Have all areas been surveyed as per scope? Any ‘No Accesses’ to be addressed?
- Any immediate remedial actions? Inform the Asbestos Manager.
- ACMs found? (See Chapter 3 of AMP for next steps).
- Copy of documentation passed to Asbestos Manager? This is to include documentation associated with any HSE Licensed Asbestos Removal Contractor involvement such as waste consignment notes, certificate of cleanliness, Air test certification etc.

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Appendix 2 – Sample Survey Plan (LES)
# Sample Contractor Survey Plan

## Asbestos Survey – Survey Plan

<table>
<thead>
<tr>
<th>Quote No.</th>
<th>S/15-0804</th>
<th>Issue Date</th>
<th>07 July 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project No.</td>
<td>TBC</td>
<td>Completed by:</td>
<td>Stephen Gardiner</td>
</tr>
</tbody>
</table>

### Section 1: Client, Personnel & Site Access Details

<table>
<thead>
<tr>
<th>Client ID</th>
<th>GLAUNI</th>
<th>Project Manager</th>
<th>TBC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client</td>
<td>University of Glasgow</td>
<td>Site</td>
<td>Wolfson Hall</td>
</tr>
<tr>
<td>Client Contact</td>
<td>Nicholas Elliott</td>
<td>Site Address</td>
<td>Block A-E Garscube Estate Maryhill Road Glasgow G20 DTH</td>
</tr>
<tr>
<td>Telephone</td>
<td>0141 330 2693</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mobile</td>
<td><a href="mailto:nick.elliott@glasgow.ac.uk">nick.elliott@glasgow.ac.uk</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposed Site Start Date</td>
<td>16.07.15 (Second half of this day)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposed Site Finish Date</td>
<td>17.07.15 (First half of this day)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>On-Site Parking details</td>
<td>On-Site Car Parks Available</td>
<td>Hours of Work</td>
<td>0830-1700</td>
</tr>
<tr>
<td>Site Access Information</td>
<td>Access for block A is gained via main reception.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Section 2: Scope of Works

<table>
<thead>
<tr>
<th>Purpose of Survey</th>
<th>Develop their Management Policy / Plan or Acquisition / Sale O Identify Asbestos Containing Materials prior to refurbishment O Identify Asbestos Containing Materials prior to demolition O</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Type</td>
<td>Domestic O Commercial O Industrial O Domestic / Commercial O</td>
</tr>
<tr>
<td>Survey Type Required</td>
<td>Management O Refurbishment and Demolition O</td>
</tr>
<tr>
<td>Scope / Extent of Survey (including any areas of the building / site to be excluded)</td>
<td>The locations of the works are in rooms 207, 208, 209, 210, 211 &amp; 212A. Survey of all ceilings and walls highlighted in blue/purple on plans provided by client in rooms 207, 208 &amp; 212A. Survey of all walls highlighted blue on plans provided by client in locations 209, 210 &amp; 211. The surfaces of all floors, fixtures &amp; fittings within the areas in question will be mentioned within the body of the report. Behind plastic panelling above the windows marked on the plans will also be inspected, as well as the canopy external to the kitchen. It was agreed during the site scoping visit that a second visit will be required at a later date once the client has specified which electrical/plant items will be required to be isolated and accessed. (After the second visit the survey will be issued as an issue 2). New plans were given to Life indicating the extents of the cable.</td>
</tr>
</tbody>
</table>
Asbestos Survey – Survey Plan

<table>
<thead>
<tr>
<th>Quote No.</th>
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</tr>
</tbody>
</table>

routes for the ventilation equipment & the links to the fire system. The additional routes run through the ceiling voids using existing cable routes in ground floor rooms 201D, 201B, 201, 202A & 202; they also run down into the basement through the riser into room 103 (switch room)

<table>
<thead>
<tr>
<th>Special Instructions / requirements</th>
<th>Behind fixed ‘wet wall’ panels and ceramic tiles is agreed out of scope.</th>
</tr>
</thead>
</table>
| Include associated grounds / buildings | Yes O  
No @  
N/A O  |
| Priority Assessments Required | Yes O  
No @  |
| Record ALL Non-Asbestos Items room by room | Yes O  
No O  
Record items that are commonly mistaken for ACM's  |
| Photo capture method | Tablet @  
Camera O  
No Photos O  |
| Air monitoring requirement as part of survey | None O  
Background Monitoring O  
Reassurance Monitoring O  
Personal Monitoring O  |
| Report Delivery KPI | 5WD from Date of Survey @  
10WD from Date of Survey O  
20WD from Date of Survey O  
Other O  |
| Scope of works document available | Yes O  
No O  
N/A O  |
| Reporting Format | Tracker / Life Online @  
Envacs O  
Shine O  |
| Number of hard copies | None  |

Section 3: General Site Information

<table>
<thead>
<tr>
<th>Nature of Building Use</th>
<th>Student accommodation - rooms currently vacant</th>
<th>Number of buildings</th>
<th>Multiple Blocks makeup Wolfson Buildings</th>
</tr>
</thead>
</table>

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</thead>
<tbody>
<tr>
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<td>TBC</td>
<td>Completed by:</td>
<td>Stephen Gardiner</td>
</tr>
</tbody>
</table>

#### Section 3: General Site Information

<table>
<thead>
<tr>
<th>Age of Buildings</th>
<th>TBC</th>
<th>Construction Type</th>
<th>Brick block walls with concrete slab floors/ceilings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will the area be occupied at time of survey</td>
<td>Yes O  No @</td>
<td>Size of Building(s)</td>
<td>TBC</td>
</tr>
<tr>
<td>Unusual Features (eg. Confined space)</td>
<td>N/A</td>
<td>Listed Building</td>
<td>Yes O  No @</td>
</tr>
<tr>
<td>Details of Previous Surveys, sampling, reports</td>
<td>Life previously carried out a survey Phase 1 of the bedroom bathroom areas.</td>
<td>Room numbering protocol</td>
<td>Yes @  No O  As per Glasgow University plans</td>
</tr>
<tr>
<td>Any additional Site Info / refurb history</td>
<td>N/A</td>
<td>Location of existing services, ducts, plant rooms, riser shafts &amp; lift shafts</td>
<td>TBC</td>
</tr>
<tr>
<td>Nearest Hospital</td>
<td>Western Infirmary Dumbarton Road Glasgow G11 6NT</td>
<td>Other Site Information</td>
<td>N/A</td>
</tr>
</tbody>
</table>
### Section 4: Scoping Table

**Access Allowances – The following access requirements have been agreed at Quotation Stage**

<table>
<thead>
<tr>
<th>Intrusive access and other access provision - Based on agreed Scope</th>
<th>Areas included within Scope of survey</th>
<th>Specific Allowances</th>
</tr>
</thead>
<tbody>
<tr>
<td>Height access provision</td>
<td>Standard (3m) @</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Long (6m) @</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tower (4m) @</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tower (6-10m) @</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Power (10m+) @</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Standard, Tower @</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Standard, Tower, Power @</td>
<td></td>
</tr>
<tr>
<td>Lofts spaces</td>
<td>Yes @</td>
<td>The location and surfaces of electrical boxes will be recorded</td>
</tr>
<tr>
<td>(Note: access for management surveys will only be made where safe and sufficient walkways are available)</td>
<td>No @</td>
<td></td>
</tr>
<tr>
<td>Electrical switchgear</td>
<td>Yes @</td>
<td>The location and surfaces will be recorded</td>
</tr>
<tr>
<td></td>
<td>No @</td>
<td></td>
</tr>
<tr>
<td>Plant / equipment</td>
<td>Yes @</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No @</td>
<td></td>
</tr>
<tr>
<td>Lift shafts</td>
<td>Yes @</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No @</td>
<td></td>
</tr>
<tr>
<td>Escalator Pits</td>
<td>Yes @</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No @</td>
<td></td>
</tr>
<tr>
<td>Confined spaces</td>
<td>Yes @</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No @</td>
<td></td>
</tr>
<tr>
<td>External soffits &amp; Fascias</td>
<td>Yes @</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No @</td>
<td></td>
</tr>
<tr>
<td>Roof (requiring specialist equipment)</td>
<td>Yes @</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No @</td>
<td></td>
</tr>
<tr>
<td>Boxing (readily accessible by removable panels)</td>
<td>Yes @</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No @</td>
<td></td>
</tr>
<tr>
<td>Solid Wall cavities</td>
<td>Yes @</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No @</td>
<td></td>
</tr>
<tr>
<td>Partition Wall cavities</td>
<td>Yes @</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No @</td>
<td></td>
</tr>
<tr>
<td>Wall Cladding &amp; Coverings</td>
<td>Yes @</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No @</td>
<td></td>
</tr>
<tr>
<td>Fixed suspended ceilings</td>
<td>Yes @</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No @</td>
<td></td>
</tr>
<tr>
<td>Glazing</td>
<td>Yes @</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No @</td>
<td></td>
</tr>
<tr>
<td>Window Frames</td>
<td>Yes @</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No @</td>
<td></td>
</tr>
<tr>
<td>Window sills</td>
<td>Yes @</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No @</td>
<td></td>
</tr>
</tbody>
</table>

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### Asbestos Survey – Survey Plan

**Quote No.** SQ15-0804  
**Issue Date** 07 July 2015  
**Project No.** TBC  
**Completed by:** Stephen Gardiner

#### Section 4: Scoping Table

<table>
<thead>
<tr>
<th>Access Allowances – The following access requirements have been agreed at Quotation Stage</th>
<th>Areas included within Scope of survey</th>
<th>Specific Allowances</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intrusive access and other access provision - Based on agreed Scope</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Door Frames</td>
<td>Yes ○</td>
<td>No ○</td>
</tr>
<tr>
<td>Doors internally</td>
<td>Yes ○</td>
<td>No ○</td>
</tr>
<tr>
<td>Concealed Risers or Voids (Known or identified during survey)</td>
<td>Yes ○</td>
<td>No ○</td>
</tr>
<tr>
<td>Ventilation trunking (fume trunking should be specifically identified and assessed)</td>
<td>Yes ○</td>
<td>No ○</td>
</tr>
<tr>
<td>Skirting</td>
<td>Yes ○</td>
<td>No ○</td>
</tr>
<tr>
<td>Fixed Flooring</td>
<td>Yes ○</td>
<td>No ○</td>
</tr>
<tr>
<td>Floor voids</td>
<td>Yes ○</td>
<td>No ○</td>
</tr>
<tr>
<td>Floor ducts (specific details / layout required; specialist lifting equipment, covered or known)</td>
<td>Yes ○</td>
<td>No ○</td>
</tr>
<tr>
<td>Below Ground Drainage Systems</td>
<td>Yes ○</td>
<td>No ○</td>
</tr>
<tr>
<td>Slab (specify depth / diameter)</td>
<td>Yes ○</td>
<td>No ○</td>
</tr>
</tbody>
</table>
| Locked Locations | Client / Site to provide access ○  
Life to provide Locksmith ○  
Life to force entry ○ | |
| The use of forced access to locked locations identified on the day of the survey would be individually assessed and may be subject to an additional site visit which would be subject to an additional cost. | | |
| Beyond suspected or known asbestos installations | Yes ○ | No ○ |

**Note:** If any activities are to be undertaken within areas that have not been accessed as part of this survey then a further survey and assessment should be carried out prior to these works.

---

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### Section 5: Health & Safety

**Health & Safety – Should any locations be deemed inaccessible due to H&S reasons then these will not be accessed and will be reported at the time of the survey.**

**Specific site hazards known:** TBC

If specific site hazards are present client to provide risk assessment data

<table>
<thead>
<tr>
<th>Isolation of services required?</th>
<th>Yes O</th>
<th>No ☒</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is adequate lighting available on site</td>
<td>Yes ☒</td>
<td>No O</td>
</tr>
<tr>
<td>Any restrictions on specific tools / plant use on site</td>
<td>No</td>
<td>Permit to work required</td>
</tr>
<tr>
<td>Safety Equipment Requirement</td>
<td>Yes ☒</td>
<td>No O</td>
</tr>
</tbody>
</table>

#### Disposable Overalls (Cat 3, Type 5 or 6)
- Yes ☒
- N/A

#### Half Mask conforming to EN140
- Yes ☒
- No O

#### Ear protection
- Yes ☒
- Gas monitor
- Safety Harness
- Yes O

#### Safety Equipment Requirement
- Yes O
- Eye Protection
- Yes O

<table>
<thead>
<tr>
<th>Other Site Safety Info</th>
<th>Yes O</th>
<th>No ☒</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Contact for Health and Safety on Site including reporting requirements</th>
<th>Project Manager ☒</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client ☒</td>
<td>Other ☒</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Details of Site inductions required (when, where, etc)</th>
<th>Yes O</th>
<th>No ☒</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Specific Security Requirements (Passes)</th>
<th>Yes O</th>
<th>No ☒</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Details of Escort Requirement</th>
<th>Yes O</th>
<th>No ☒</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Details of Specific Training Required</th>
<th>Yes O</th>
<th>No ☒</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Other Site Safety Info</th>
<th>Yes O</th>
<th>No ☒</th>
</tr>
</thead>
</table>
Appendix 3 – Closed Area Permit to Work
Closed Area Permit to Work ASBF1

(To be completed in duplicate)

Permit Number

This permit applies only to the area/operation specified below and is valid for the period of issue only.

1. AUTHORISATION
   PERSON IN CHARGE OF WORKS

I confirm that I have read and understood the University of Glasgow documents Guidance notes on Closed Areas, Policy on Asbestos Management, Asbestos Guidance for Contractors Working on University Premises and Contractors Code of Safe Working Practice and I understand and agree to adhere to the method statement and risk assessment under which this Closed Area Permit to Work is issued.

Print Name:  
Job Title: 
Signature:  
Date:  
Contact Telephone Number: 

ESTATES & BUILDINGS REPRESENTATIVE
Documents checked and found to be correct:  
(Please use 2)

☐ Risk Assessment  ☐ Method Statement  ☐ Competence  ☐ Other

Permission is granted to:

for access to Closed Area:
(include Restriction Code)

Permit valid from: 
until: 

Print Name: 
Job Title: 
Signature: 
Date: 
Contact Telephone Number: 

2. POST WORKS CHECK
   PERSON IN CHARGE OF WORKS

I confirm that the area has been left secured with signage clearly visible.

Print Name: 
Job Title: 
Signature: 
Date: 

After signing, return the permit to the Estates and Building Representative named in Section 1.

3. PERMIT CLOSURE
   ESTATES & BUILDINGS REPRESENTATIVE

Print Name: 
Job Title: 
Signature: 
Date Closed: 

After signing, pass one copy of the closed off permit to the Closed Area Register Custodian.
Retain the second copy for your records.
Appendix 4 – Notification of Closed Area
Notification of Closed Area ASBF2

Completed forms are to be passed to the Estates and Buildings Helpdesk

1. NOTIFICATION OF NEW CLOSED AREA:

Description on Signage:

Restriction Code on Signage:

Date Closed:

ERECTED BY:

I confirm that the area has been left secured with signage clearly visible.

Print Name:  Position:

Signature:  Date:

After signing, submit this form to the Estates and Building Helpdesk.

2. ESTATES & BUILDINGS INITIAL REVIEW

To be completed by the appropriate Estates & Buildings Point of Contact (ASB001 Table 5.1).

Closed Area Initial Risk Assessment Review:

Area to remain closed?  □ Yes  □ No  Next Review Date:  (3 months maximum)

Submit this form to the Closed Area Register Custodian.

3. PERIODIC REVIEW

To be completed by the appropriate Estates & Buildings Point of Contact (ASB001 Table 5.1).

Review details:

Area to remain closed?  □ Yes  □ No  Next Review Date:  (3 months maximum)

Review details:

Area to remain closed?  □ Yes  □ No  Next Review Date:  (3 months maximum)

Review details:

Area to remain closed?  □ Yes  □ No  Next Review Date:  (3 months maximum)
Appendix 5 - Internal Asbestos Works Audit Form
## Licensed Contractor Site Audit (Internal)

**Contractor:**

**Date:**

**Contractor Contact:**

**Site:**

### Brief Description of Site/Works

<table>
<thead>
<tr>
<th>Item</th>
<th>Documentation</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1.</td>
<td>Copy of current contractor's Asbestos License(s) on site</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.2.</td>
<td>Copy of all HSE AB86 Notifications for work on site</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.3.</td>
<td>Is there a contractor's site manual with generic documents on site?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.4.</td>
<td>Copies of HSE Publications (e.g., Contractor's guide) kept on site?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.5.</td>
<td>Is there a site specific Method Statement &amp; Risk Assessment to accompany notifications signed by all site operatives?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.6.</td>
<td>Worksite disposal records kept on site and in order?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.7.</td>
<td>Training records relevant to positions and tasks?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.8.</td>
<td>Personal/individual training?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.9.</td>
<td>Fiche H and MF maintenance records?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.10.</td>
<td>DGU / NPU / Class III DP certificates present and in date?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.11.</td>
<td>Is there a copy of the building survey or site/build analysis present?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.12.</td>
<td>Smokes &amp; Ni not smoked?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1.</td>
<td>Site tidy and the work area (including waste/trash routes) clearly delineated with warning signage in place?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2.</td>
<td>Adequate waste management in place?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.3.</td>
<td>Are adequate DGUs set up properly and fully functional?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.4.</td>
<td>Is the waste skip positioned well, tidy, dentified properly and locked?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.5.</td>
<td>Is the enclosure &amp; scaffold design sufficient for the job and in good condition with no obvious signs of demagreement?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.6.</td>
<td>Are there sufficient and suitable position NPU's with clean filters and operating properly to avoid any debris?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.7.</td>
<td>Is there adequate CCTV / meeting points coverage on the enclosure?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.8.</td>
<td>Is there an outside plan?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.9.</td>
<td>Is there sufficient and built property?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.10.</td>
<td>Are staff/site inspection records held on site for both pre-use and cyclic inspections carried out every 7 days thereafter?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.11.</td>
<td>Are sufficient lighting in the work area?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.12.</td>
<td>Are the control measured and available tools adequate (including injection machines, grab, spade, barrow etc) for the work?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.13.</td>
<td>Are the personnel inside the enclosure wearing appropriate PPE/RPE correctly?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.14.</td>
<td>Is the enclosure being monitored by a controlled manner according to the MSP?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.15.</td>
<td>Is the moisture of the rebar being monitored and checked properly?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.16.</td>
<td>Is the waste being handled properly?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.17.</td>
<td>Are there emergency procedures in place for leaks?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Auditor Details

**Print Name:**

**Signature:**

**Job Title:**

**Date:**

**Company:**

---

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Appendix 6 - External (ARCA) Asbestos Works

Audit Form (with guidance)
### Section 4 – Plan of Work

<table>
<thead>
<tr>
<th>No.</th>
<th>Standard</th>
<th>Checklist</th>
<th>Response</th>
<th>Author(s) Required</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>4.1.1 Location of work</td>
<td>Yes/No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1</td>
<td>4.1.2 Outline of scope</td>
<td>Yes/No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1</td>
<td>4.1.3 Actual areas</td>
<td>Yes/No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1</td>
<td>4.1.4 Access route</td>
<td>Yes/No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1</td>
<td>4.1.5 Exclusion zone</td>
<td>Yes/No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1</td>
<td>4.1.6 NEP location(s)</td>
<td>Yes/No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1</td>
<td>4.1.7 Viewing panel(s) locations</td>
<td>Yes/No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1</td>
<td>4.1.8 DOU location</td>
<td>Yes/No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1</td>
<td>4.1.9 Transport route</td>
<td>Yes/No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1</td>
<td>4.1.10 Waste store</td>
<td>Yes/No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1</td>
<td>4.1.11 Ventilation / exhaust</td>
<td>Yes/No</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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### Section 3 – Measuring and Monitoring

<table>
<thead>
<tr>
<th>No.</th>
<th>Standard</th>
<th>Author(s) Required</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1</td>
<td>3.1.1 Measurement</td>
<td>Yes/No</td>
<td></td>
</tr>
<tr>
<td>3.1</td>
<td>3.1.2 Noise</td>
<td>Yes/No</td>
<td></td>
</tr>
<tr>
<td>3.1</td>
<td>3.1.3 Vibration</td>
<td>Yes/No</td>
<td></td>
</tr>
<tr>
<td>3.1</td>
<td>3.1.4 Radiation</td>
<td>Yes/No</td>
<td></td>
</tr>
<tr>
<td>3.1</td>
<td>3.1.5 Temperature</td>
<td>Yes/No</td>
<td></td>
</tr>
<tr>
<td>3.1</td>
<td>3.1.6 Humidity</td>
<td>Yes/No</td>
<td></td>
</tr>
</tbody>
</table>

Any additional equipment that should require calibration should be recorded here. The information in this document, and accompanying papers, is confidential information of the University of Glasgow. The information must not be released in response to any request without first seeking advice from the DP/FoI Office. Printed copies are uncontrolled documents. Check on line at [http://www.gla.ac.uk/services/seps/az/](http://www.gla.ac.uk/services/seps/az/) for the current revision.
Section 7 – Additional Notes

Any other notes, observations or explanations can be included here

Section 8 – Close of Audit

A Site Audit Summary Sheet should be completed for every audit, even if it states that no remedial actions are required. The summary sheet should be reviewed with the site supervisor, signed by the auditor and countersigned by the supervisor. This gives opportunity for the supervisor to clarify any detail to, or resolve any of the points raised. This form will also need to be signed and countersigned.

The audit findings have been reviewed with the supervisor, and the supervisor agrees that the audit findings are a true reflection.

Yes / No

Date

Auditor Signature

Supervisor Signature
Appendix 7 - External (ATAC) 4 Stage Clearance

Audit Form
### 4 Stage clearance audit form

#### Section 1 - Opening of Audit

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Date</th>
<th>Time of Arrival</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Audit Co-ordinator</th>
<th>Audit Name</th>
<th>Audit Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of works being undertaken</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

#### Documentation

<table>
<thead>
<tr>
<th>Question</th>
<th>YES / NO</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is there a suitable and sufficient method statement for the work being undertaken?</td>
<td>YES / NO</td>
<td>Action Required</td>
</tr>
<tr>
<td>Proof of qualification (OSHA or ISO 9001)</td>
<td>YES / NO</td>
<td>Action Required</td>
</tr>
<tr>
<td>Has the analyst copies of recent method witness audits?</td>
<td>YES / NO</td>
<td>Action Required</td>
</tr>
<tr>
<td>Is there a copy of company Quality Manual/Procedure Manual?</td>
<td>YES / NO</td>
<td>Action Required</td>
</tr>
<tr>
<td>Are the CMM/PM lists up to date current versions?</td>
<td>YES / NO</td>
<td>Action Required</td>
</tr>
<tr>
<td>Are there copies of supporting Guidance (HSO 216)?</td>
<td>YES / NO</td>
<td>Action Required</td>
</tr>
<tr>
<td>Is there PPE checklist present/known face fit consultations?</td>
<td>YES / NO</td>
<td>Action Required</td>
</tr>
<tr>
<td>Is there clearance paperwork/ certificates including DCU?</td>
<td>YES / NO</td>
<td>Action Required</td>
</tr>
</tbody>
</table>

#### Calibrated/Checked Equipment

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Certification/label YES / NO</th>
<th>In Date? YES / NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stage Micromate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HBM/EFL Test Tube</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Working Funnels</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microscopes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Air Sampling Pumps</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fumes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sampling Heads</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suitable Containers</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Method of Working

<table>
<thead>
<tr>
<th>Question</th>
<th>YES / NO</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Did the analyst arrive on site at the agreed time?</td>
<td>YES / NO</td>
<td>Action Required</td>
</tr>
<tr>
<td>Were any site specific rules associated with the work explained to the analyst before the work started?</td>
<td>YES / NO</td>
<td>Action Required</td>
</tr>
<tr>
<td>PPE - Respirator RPE, half mask fitted with P2 filters and in date?</td>
<td>YES / NO</td>
<td>Action Required</td>
</tr>
<tr>
<td>Overalls: Cap 3 Type 95?</td>
<td>YES / NO</td>
<td>Action Required</td>
</tr>
<tr>
<td>Were the RPE and RPE worn correctly?</td>
<td>YES / NO</td>
<td>Action Required</td>
</tr>
<tr>
<td>Did the analyst use the BOU as described in guidance?</td>
<td>YES / NO</td>
<td>Action Required</td>
</tr>
<tr>
<td>Was the analyst wearing any clothing parasol</td>
<td>YES / NO</td>
<td>Action Required</td>
</tr>
</tbody>
</table>

---
### 4 Stage Clearance Audit Form

#### STAGE 1

<table>
<thead>
<tr>
<th>Question</th>
<th>YES/NO</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Did the analyst have the equipment necessary for decontamination?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did the analyst have protective covers for his/her footwear?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If the analyst changed his/her footwear, was it appropriate for the work being undertaken?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did the analyst have a procedure for decontamination?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Was the DCU directly connected or was a transit route in use?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Clearance Procedure

**STAGE 1**

- Did the analyst check the Plan of Work? [How Long? (Min)] Action Required
- Did the analyst inspect the DCU and supporting documentation? [YES/NO] Action Required
- Did the analyst inspect the transport routes? [YES/NO] Action Required
- Did the analyst inspect the inside of the enclosure through vision panels or CCTV? [YES/NO] Action Required
- Did the analyst indicate to the site supervisor how long the visual inspection (Stage 2) would take? [YES/NO] Action Required
- How long did the analyst say the visual would take? [How Long? (Min)] Action Required

#### STAGE 2

<table>
<thead>
<tr>
<th>Question</th>
<th>YES/NO</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Did the analyst take any photographs?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did the analyst take sufficient photographs to cover all aspects of Stage 1?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did Stage 1 Pass or Fail?</td>
<td>Pass/Fail</td>
<td>Reasons for failure</td>
</tr>
<tr>
<td>Did the procedure been inspected by the site supervisor prior to the analyst's arrival?</td>
<td>YES/NO</td>
<td>Action Required</td>
</tr>
<tr>
<td>Did the site supervisor accompany the analyst undertaking the visual inspection?</td>
<td>YES/NO</td>
<td>Action Required</td>
</tr>
<tr>
<td>How long did the visual inspection take? [Min]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Was the time indicated above within 25% of what was agreed in Stage 1?</td>
<td>YES/NO</td>
<td>Action Required</td>
</tr>
<tr>
<td>Did the visual inspection Pass or Fail?</td>
<td>Pass/Fail</td>
<td>Reasons for failure</td>
</tr>
<tr>
<td>If the enclosed failed did the analyst issue failure paperwork to the site supervisor?</td>
<td>YES/NO</td>
<td>Action Required</td>
</tr>
<tr>
<td>Was the STAGE 2 paperwork filled in correctly?</td>
<td>YES/NO</td>
<td>Action Required</td>
</tr>
<tr>
<td>Did the analyst take photographs inside the enclosure?</td>
<td>YES/NO</td>
<td>Action Required</td>
</tr>
<tr>
<td>Were enough photographs taken to cover the removal work undertaken?</td>
<td>YES/NO</td>
<td>Action Required</td>
</tr>
<tr>
<td>Did the analyst enter and</td>
<td>YES/NO</td>
<td>Action Required</td>
</tr>
</tbody>
</table>

[Printed copies are uncontrolled documents. Check online at [http://www.gla.ac.uk/services/seps/az/](http://www.gla.ac.uk/services/seps/az/).]
### 4 Stage clearance audit form

**Exit the enclosure as per higher procedures?**

<table>
<thead>
<tr>
<th>Stage 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>How many pumps were required for the size of the enclosure?</td>
</tr>
<tr>
<td>Where were the air sampling pumps calibrated?</td>
</tr>
<tr>
<td>Were the air sampling pumps spread evenly throughout the enclosure and at differing heights?</td>
</tr>
<tr>
<td>Did disturbance occur using a brush for the correct amount of time?</td>
</tr>
<tr>
<td>Were photographs taken inside the enclosure of the sampling positions?</td>
</tr>
<tr>
<td>How long did the sample pumps run for and at what flow rates?</td>
</tr>
<tr>
<td>Did the analyst decontaminate all the equipment used inside the enclosure?</td>
</tr>
<tr>
<td>Was the area selected to carry out the analysis suitable and clean?</td>
</tr>
<tr>
<td>If own vehicle is a mobile lab, have regular air tests been taken to indicate cleanliness?</td>
</tr>
<tr>
<td>Were the correct sampling handling techniques used when preparing the filters?</td>
</tr>
<tr>
<td>How long did the analyst take to read each individual slide?</td>
</tr>
</tbody>
</table>

**Stage 2** (Continued)

**Stage 3**

- **Did the air test Pass/Fail?**
  - YES/NO
  - Action Required
- **Was the paperwork filled in correctly?**
  - YES/NO
  - Action Required
- **Did the paperwork contain a plan showing how the location of the pumps?**
  - YES/NO
  - Action Required
- **What did the analyst instruct the site supervisor?**
  - Comments

**Stage 4**

- **Did the removal contractor dismantle the enclosure carefully?**
  - YES/NO
  - Action Required
- **Was all the waste from the enclosure handled correctly and disposed of correctly?**
  - YES/NO
  - Action Required
- **Did the analyst label clearly the area for evidence of residual asbestos hidden by the enclosure?**
  - YES/NO
  - Action Required
- **Did the analyst take enough photographs of the work area?**
  - YES/NO
  - Action Required
- **Did Stage 4 Pass/Fail?**
  - PASS/FAIL
  - Give reasons for failure
- **Was the paperwork filled in correctly?**
  - YES/NO
  - Action Required
- **Did the analyst fully inspect both the shower and dry end of the duct?**
  - YES/NO
  - Action Required

**DCU**

- **Did the analyst air test both the shower and dry end of the duct?**
  - YES/NO
  - Action Required
<table>
<thead>
<tr>
<th>DCU (Continued)</th>
<th>YES</th>
<th>NO</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Did the analyst take photographs of the air sampling pumps in situ?</td>
<td>YES</td>
<td>NO</td>
<td>Action Required</td>
</tr>
<tr>
<td>Was separate paperwork for the DCU issued and was it filed in custody?</td>
<td>YES</td>
<td>NO</td>
<td>Action Required</td>
</tr>
</tbody>
</table>

**Additional Comments**

**Auditor (Print Name)** | **Signature** | **Date**
--------------------------|---------------|-----------
Appendix 8 – External (ATAC) Survey Audit Form
### Method of Working

<table>
<thead>
<tr>
<th>Method of Working</th>
<th>YES / NO</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Were warning signs picked to stop access to the sampling area?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPE / RPE Walk before leaving the site?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did the sampler take the samples in the way described in the method statement?</td>
<td>YES / NO</td>
<td>Action Required</td>
</tr>
<tr>
<td>Was the PPE / RPE worn correctly?</td>
<td>YES / NO</td>
<td>Action Required</td>
</tr>
<tr>
<td>Did the sampler take the samples in the way described in the method statement?</td>
<td>YES / NO</td>
<td>Action Required</td>
</tr>
<tr>
<td>Was the sample site repaired after sampling?</td>
<td>YES / NO</td>
<td>Action Required</td>
</tr>
<tr>
<td>Did the sampler clean the sampling tools afterwards?</td>
<td>YES / NO</td>
<td>Action Required</td>
</tr>
<tr>
<td>Were the sample bags correctly labeled?</td>
<td>YES / NO</td>
<td>Action Required</td>
</tr>
<tr>
<td>Were the sample bags placed in an appropriate manner?</td>
<td>YES / NO</td>
<td>Action Required</td>
</tr>
<tr>
<td>Was the data collection paperwork filled in correctly?</td>
<td>YES / NO</td>
<td>Action Required</td>
</tr>
<tr>
<td>Was a picture taken of the sample location and did it match the sample number?</td>
<td>YES / NO</td>
<td>Action Required</td>
</tr>
<tr>
<td>Did the sampler decontaminate as described in the company's procedures?</td>
<td>YES / NO</td>
<td>Action Required</td>
</tr>
<tr>
<td>Was the area safe for re-occupation after the sampling?</td>
<td>YES / NO</td>
<td>Action Required</td>
</tr>
</tbody>
</table>

### Recommendations / Conclusions

<table>
<thead>
<tr>
<th>Recommendations / Conclusions</th>
<th>YES / NO</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Were appropriate conclusions and recommendations made about any asbestos found?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Were previous survey reports available for reference?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>